

Jasper County is looking for a Summer Intern to complete a Capital Asset Project funded by ACCG (Association County Commissioners of Georgia). Jasper County Board of Commissioners Finance Internship offers a paid opportunity for the Intern to work on a Capital Asset project for up to 200 hours and gain real world experience. The Intern will be trained on the specifics of the Capital Asset Project. This process involves physically inspecting and recording all of Jasper County Board of Commissioner's Capital Assets. The intern will work with the County Manager, Finance Department, Constitutional Officers, and Department Heads in order to validate capital assets on a departmental basis. The intern will be an integral part in streamlining and improving the process of auditing capital assets, including updating the Microsoft Excel Capital Asset Schedule. The Chief Accounting Officer will lead and direct the intern throughout the entirety of the internship.

Ideal intern candidates will be those who plan to work in the Finance or Business Management areas of government post-graduation, and who have strong technical, financial, and communication skills.

### **Qualifications**

The preferred candidate will have the following skills:

- Excellent communication and organization skills
- Detail-oriented
- Proficiency in Microsoft Excel
- Ability to multi-task
- Have a valid Driver's License

The intern will have the following duties:

1. Establish process & schedules for asset tracking
2. Document all policies and processes
3. Conduct & develop an inventory of government assets
4. Assist with the search for relevant datasets

All candidates must have a good attitude, interest in county government, and be enrolled in a technical college or university. The candidate may also be a high school student who is dually enrolled.