



WANTED: Accounting State Interns for the Alabama Department of Public Health Bureau of Financial Services

Location: Montgomery, Alabama

Internships may be at our central office location in the RSA Tower in Montgomery, or at any of our area or county offices, based on the location of an available placement.

Paid or Unpaid Internship: Paid

- a. Step 10 = Under 30 semester hours: \$13.50
- b. Step 12 = 30 to 59 semester hours: \$14.18
- c. Step 14 = 60 to 89 semester hours: \$14.90
- d. Step 16 = 90 and over semester hours: \$15.66

**ADPH has paid and unpaid "credit only" internships available.*

ADPH determines the rate of pay based on semester hours completed per Class: 11917 State Intern, Grade 5057

Desired Education Level/Degree Concentration:

Sophomore, Junior, or Senior in good standing at a four-year, accredited college or university, have a declared major in accounting and have successfully completed Intermediate Accounting,

Brief description of company/organization/division/agency mission,

goals, and activities: The Alabama Department of Public Health (ADPH) is the primary state health agency for the state of Alabama. The mission of ADPH is to promote, protect, and improve Alabama's health.

The Bureau of Financial Services provides support to the department through financial and cost accounting management. Services rendered in support of the department and its goals include accounts receivable,

payroll, accounts payable, purchasing, budgeting, grant accounting, production planning, and administrative support. Our objective is to timely and accurately process and produce useful information to stakeholders to make informed financial decisions to meet the mission and goals of the department. To ensure compliance with Federal, State, and Departmental policies, procedures, and guidelines.

Scope of Work/Responsibilities of Intern: The intern will assist with a wide range of duties, including entering and analyzing data, preparing financial reports, and learning about varied accounting activities within various sections of the Financial Services Bureau. Duties may include but are not limited to: Assist with entering and auditing travel expenses documents, invoices, leave documents, and other financial documents to ensure completeness and accuracy. Assist with posting and entering general encumbrances, purchase orders, and journal entries. Assist with reconciling accounts. Tracking budgets and expenditures via spreadsheets. Assist staff within Financial Services Bureau as needed.

Desired Qualification:

- Education Qualifications: Must have 3.0 or higher GPA.
Be an Accounting or Finance Major with multiple accounting classes.
- Desirable: Proficiency in Microsoft Excel

How to Apply: Interested students should submit cover letter, résumé, transcript, application, and letter of good standing to Mr. Ken Harrison, Workforce Development Program Coordinator, Alabama Department of Public Health, kenneth.harrison@adph.state.al.us, (334) 206-5284.