



## **Audit Intern**

### **ABOUT US**

With a workforce of more than 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the sixth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

The Office of the Philadelphia City Controller is the independent watchdog agency of the City of Philadelphia that strives to promote honest, efficient, effective, and fully accountable city government. We address this mission by: providing timely and objective analysis on the availability of funds for all city contracts; preventing inappropriate spending of public funds; and providing objective, timely, and relevant information to city officials, the public, and other interested parties about financial operations of the city, and on ways to improve city operations and the use of public resources.

To learn more about the office, visit <https://controller.phila.gov>.

### **JOB SUMMARY**

The Audit intern will perform a variety of administrative and operational duties as developed and assigned by the Audit Senior. This includes research, information-gathering on topics of relevance, meeting and interacting with various employees, working on projects as assigned, and involvement in the day-to-day functions of the Audit Division of the Philadelphia City Controller's Office.

### **DUTIES AND RESPONSIBILITIES**

- Provide support in a variety of administrative and operational functions
- Assist the Audit Senior in research, collection of data, communication with other City employees, and the use of various audit techniques to support the completion of scheduled audits
- Complete special projects and other duties as assigned

### **QUALIFICATIONS**

Education: Current undergraduate or graduate student studying accounting  
Completion of some accounting coursework preferred

Experience: Ability to operate a variety of office equipment including personal computer and a variety of Microsoft Office applications  
Excellent interpersonal skills  
Strong written and verbal communication skills  
Strong analytical thinking and problem-solving skills

## **ADDITIONAL INFORMATION**

- Time commitment: up to 35 hours a week
- Pay rate: \$15 an hour (college credit is also available upon request)
- Office is located in the Municipal Services Building, 1401 John F. Kennedy Blvd. Philadelphia, PA 19102)
- Internships are not eligible for employee benefits

The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to [faqpchr@phila.gov](mailto:faqpchr@phila.gov). For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>

## **HOW TO APPLY**

Please send resume and cover letter to [Beatrice.Alexander@phila.gov](mailto:Beatrice.Alexander@phila.gov) by April 10, 2020.