



# Fiscal Systems Intern

(Computer Science/CIS)

## DESCRIPTION

This position is in a Municipal setting for a person who can assist in supporting the Financial Management Division by performing routine work of limited scope and difficulty in creating new or maintaining existing financial or related systems such as payroll, cost accounting, budgeting, inventory, equipment usage, material purchases and personnel computer applications; prepares adhoc financial, executive and related reports using 4<sup>th</sup> generation computer language and databases; create computer programs or interface files with various automated systems of the bureau.

## Duties:

- verifies, scans, process edits and corrects daily labor, equipment and material timesheets
- design, code, test, implement, support and maintain new or existing client/server-based and web-based applications
- other related duties

## Desirable Knowledge and Experience:

PC Applications: Microsoft Word, Excel, Crystal Reports

Database: MS SQL Server, MS Access, DB2, FOCUS

Programming Language: Cold Fusion, Java/Javascript, HTML, C/C++, T-SQL, ASP, Visual Basic, Vbscript, FOCUS

Development Application: DreamWeaver, Crystal Enterprise, FTP, Visio, Visual Studio

**Currently enrolled students with a 3.0 minimum GPA are encouraged to apply** by sending a resume, cover letter, and a copy of your unofficial transcript verifying GPA. Send applications to [TFLAinternships@gmail.com](mailto:TFLAinternships@gmail.com).

**SALARY:** \$18/HR

**HOURS:** 15-29 HRS/WEEK

**LOCATION:** Downtown Los Angeles

**DESIRED CLASS LEVEL(S):** Junior, Senior, Graduate Student

**QUALIFICATIONS:** Computer Science Majors with 3.0 or higher GPA's and minimum six months until graduation.

## **Contact info:**

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