

[Go Back](#)

NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : BUSINESS OFFICE INTERN
Code: 080015 FKP
Page : 1 of 1
Non-Competitive

GENERAL STATEMENT OF DUTIES

Receives on-the-job training in professional business practices and procedures in such areas as budgeting, accounting, banking, purchasing, and administration.

COMPLEXITY OF DUTIES

Under direct supervision, interns may serve for a period not to exceed six months.

TYPICAL DUTIES

1. Learns and assists in the preparation of budgets.
2. Learns and assists in the preparation of financial statements and reports.
3. Learns and assists in administrative and accounting procedures involved in payroll and fringe benefits.
4. Learns and assists in the preparation and processing of purchase orders.
5. Learns and assists in the processing of invoices.
6. Learns and assists in the investment of funds.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Some knowledge of principles, theories, and practices of accounting.
2. Some knowledge of office practices and procedures.
3. Ability to perform work rapidly and accurately involving written or numerical data.

MINIMUM QUALIFICATIONS

Training and Experience

High school graduation including or supplemented by course work in accounting.

[Go Back](#)