

Business Operations Intern

City of Albany Department of Recreation

Location: Albany, NY

Salary: \$15.52/hour

Type: Seasonal – Internship

Examples of Duties and Responsibilities:

The Business Operations Intern will be responsible for, but not limited to, purchasing, travel, foundation/grant activity, payroll reports, budget, internal financial reporting, and financial analysis.

Qualifications:

Candidates must be proficient in navigating and maintaining databases, have proficient excel skills with ability to build and manipulate spreadsheets, and financial or accounting experience to include analysis, auditing, and budgeting. This candidate will exhibit attention to detail, initiative, organizational skills, excellent communication skills and the ability to effectively manage time.

The intern will be invited to attend department trainings, orientations and meetings, (where feasible) i.e.:

- Management team meetings with Recreation staff
- Department financial meetings

Physical Requirements and Working Conditions:

Occasionally required to stand, walk, sit, use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, talk and hear. The intern must occasionally lift or move up to 30 pounds. Occasionally exposed to adverse weather conditions, including wet and or humid conditions.

Work Schedule:

- 9:00 AM – 5:00 PM
- 20 - 40 hours per week
- 12 week internship

