

2019 MWRD INTERNSHIP PROGRAM

INTERNSHIP ANNOUNCEMENT



Position Title:
Accounts Payable Intern
Department:
Finance
Location:
MOB/MOBA Complex
100 E Erie Street, Chicago, IL 60611

Description:

The *Metropolitan Water Reclamation District of Greater Chicago* is in search of a current college student seeking an internship opportunity with the Accounts Payable team in the Finance Department. The intern will have a hands-on experience in processing vendor payments under Prompt Payment Act. The intern will have exposure to SAP enterprise system and invoice processing ReadSoft system, perform accounts payable reconciliations, reports, and other AP-related duties as assigned. The intern will have an opportunity to perform a research project related to recent changes in IRS regulations relevant to 1099 processing. The intern will gain insight into how governmental accounting processes are collectively administered within a local government organization and valuable experience learning to effectively communicate with other departments as part of their routine duties. By the conclusion of this internship, the intern may be able to effectively articulate and demonstrate how to successfully navigate and/or utilize an accounts payable system

Rate of Pay:

This paid internship, at \$13.00/hr.

Minimum Qualifications:

Applicants must have a current residence in Cook County, IL; be a citizen or national of the U.S., an alien lawfully admitted for permanent residence, or an individual otherwise legally authorized to work in the U.S.; and must obtain a letter of recommendation from the school's Internship Coordinator or Departmental Dean, or professor.

Educational Requirements:

Applicants must be a current student pursuing a degree in Accounting, Finance, or Business; be equipped with good analytical and problem solving skills; possess strong oral and written communications skills; and have the ability to work in a team and independently.

Contact Information:

Interested applicants must forward a resume, a cover letter and the school's referral or letter of recommendation to:

MWRDInternships@mwrdd.org

or

Attn: Ebonie Lewis Bradford, HR Dept.-Employee Development
MWRD of Greater Chicago
111 E. Erie Street, Chicago, IL 60611
(Fax) 312-751-6639

Resumes and cover letters will be accepted until the position is filled.