



CENTER FOR YOUTH  
**CITIZENSHIP**

# Center for Youth Citizenship

*“Preparing Today’s Youth for Tomorrow’s Responsibilities!”*

(Located off HWY 50, Mather exit)  
10170 Missile Way  
Mather, CA 95655  
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## **FISCAL INTERN**

*This non-profit 501 (c) (3) corporation is dedicated to leading schools and communities in preparing personally responsible and community-minded youth.*

**PART TIME POSITION:** 15 – 20 hours per week

**WORK HOURS:** The Center is open Monday through Friday between 8:30 a.m. to 5:00 p.m.

**SALARY RANGE:** \$10.00 - \$13.00/hr. (beginning salary depending upon experience)

**PLEASE FAX OR E-MAIL RESUME AND COVER LETTER TO APPLY**

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*Excellent opportunity for a student looking for business/accounting experience.*

### *Duties may include:*

- ◆ Maintaining accounts payable and vendor files assuring timely presentation of due invoices for payment;
- ◆ Preparing monthly program invoices;
- ◆ Preparing Center bank deposits and tracking cash receipts via computer software;
- ◆ Reconciling various Center logs;
- ◆ Tracking events/trainings participation through the use of spreadsheet and database software;
- ◆ Filling material sales orders and maintaining records;
- ◆ Preparing payment vouchers and contracts;
- ◆ Filing and maintaining various logs and financial records
- ◆ Preparing spreadsheets used to track program/conference revenue and expenses;
- ◆ Performing other duties as assigned.

### **Skills Required:**

Knowledge of general office practice and procedures. Computer software proficiency including Microsoft Word and Excel. Experience with Microsoft Access is desired, but not required.

### **Education/Experience:**

High school diploma or GED. Enrollment in college level courses toward a business, accounting or finance degree.