



INTERNAL / EXTERNAL JOB ANNOUNCEMENT

STUDENT INTERN - Part Time Finance Department \$8.05 / hour, ≤19 hours per week Current High School Senior (qualified for early release - reduced daily school schedule and currently enrolled in business courses)

The City of Kingman Finance Department is seeking an individual to fulfill the position of Student Intern. This position is specifically for a Senior in high school who possesses enough credits to qualify for early release (reduced daily school schedule). The ideal candidate should possess excellent customer service skills, ability to work effectively with all individuals they come in contact with and ability to utilize computer software effectively.

What a great opportunity to work in professional business environment and learn the services the Utility Billing and Financial Services provides! This opportunity also provides the successful candidate the ability to gain practical career experience while completing their required high school curriculum and with consideration to continue employment for the summer directly following graduation.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Senior in high school—with enough credits to qualify for early release.
- Sufficient education, training and experience in utilizing Personal Computers and software applications (Microsoft products preferred).
- Coursework in Business English, Accounting, Business Administration, Records Management desirable.
- Any combination of education, experience and training which demonstrates the knowledge and experience to perform the duties and responsibilities of the position.

Special Requirements:

- Valid Arizona state driver's license or ability to obtain one.

**APPLY NOW: On-line application materials accepted through
May 23, 2016**

Employment Application and Job Description can be obtained on-line at www.cityofkingman.gov

City of Kingman

Human Resources
310 N 4th St.
Kingman AZ 86401
Phone: 928-753-5561
Website: www.cityofkingman.gov

Note Reference Examination: *The City of Kingman reserves the right to consider the candidates who best overall meet the qualifications and suitability of the position in the succeeding examination processes: experience and training evaluation, testing and/or interviews. After an offer of employment has been made, appointment may be subject to successful completion of a criminal background check and any other appropriate testing/evaluation commensurate with the offered position.*

Note Reference American Disabilities Act: *When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. The City of Kingman does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. EOE*