

Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, FL 32092

Telephone: (904)-471-3107 * Fax (904) 471-3189 * Web: www.amcdsjc.org

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April 24, 2019

ACCOUNTING INTERN JOB OPPORTUNITY

WITH THE

ANASTASIA MOSQUITO CONTROL DISTRICT OF ST. JOHNS COUNTY

The Anastasia Mosquito Control District, located at 120 EOC Drive St. Augustine, FL 32092, is looking to hire **one (1) full time Accounting Intern** (40 hours per week), seasonal position for **3 months**.

This position will begin Monday, June 3, 2019 and will end on Friday, August 30, 2019.

Salary: \$12.00 per hour with no benefits, with the exception of the one paid holiday during the seasonal time frame (Independence Day).

Requirements:

- You must be an **Accounting Major** that has completed his or her junior year with good grades.

Duties and Responsibilities:

- Working with; Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS)
- Assist in creating the year end Certified Annual Financial Report (CAFR).
- Proficiency in Microsoft office products, including Word, PowerPoint, Outlook, Excel
- Ability to export QuickBooks into Excel for complete data analysis.
- Ability to make inquiries from operational area personnel to obtain incomplete paperwork, supporting documentation and signatures,
- Other duties as required.

Deadline to apply: Friday, May 10, 2019

AMCD is a tax supported agency providing science based mosquito control for all of St. Johns County. This position will report to the Accountant (CPA) and work closely with all departments within AMCD.

For consideration, please submit an application (obtainable at www.amcdsjc.org), along with your resume to shannaamcd@gmail.com.

BACKGROUND and DRIVER'S LICENSE checks are mandatory.

ADA Compliant/EOE/Veteran's Preference/Drug Free Workplace