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## EMPLOYMENT OPPORTUNITY

# ADMINISTRATIVE INTERN I FINANCE

PART TIME

\$17.34 - \$21.13/hour

***OPEN UNTIL FILLED***



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### Why work for the City of Agoura Hills?

When you become part of the City of Agoura Hills family, you will work alongside a team of dedicated, skilled and highly motivated professionals, who contribute their talents and commitment in providing excellent services to our community. Here is an outstanding opportunity to join a dynamic organization dedicated to serving the Agoura Hills community.

### What You'll Do

Depending upon assignment, duties may include, but are not limited to the following:

- Performs research and analysis on administrative, fiscal, and operational matters as directed; prepares reports to summarize findings and makes recommendations as to appropriate action to be taken.
- Compiles data and prepares reports in accordance with general guidelines.
- Assists in budget preparation, analysis, and administration; as directed,
- Responds to inquiries and provides technical and administrative assistance to resolve complaints, or refers to appropriate authority.
- Operates a computer to key data, perform file maintenance, and generate computer reports; under direction, may initiate or prepare correspondence in the performance of assigned tasks.
- Coordinates activities with other city departments in the performance of assigned tasks; assists other in the performance of related tasks.
- Performs other related duties as assigned.

### What You Bring

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. Example combinations completion of college-level courses in finance, business administration or a related field. Some experience related to the position assignment is desirable, but not required.

Working knowledge of methods and techniques of research, statistical analysis, and report preparation; organization and functions of the finance department; general office procedures. Ability to perform specialized, technical, and routine administrative tasks; key data and operate a computer in performance of assigned tasks; conduct research, perform analysis, and prepare reports of findings; interpret and apply related laws, ordinances, and regulations; work independently; communicate effectively both orally and in writing; understand and follow verbal and written directions; establish and maintain cooperative working relationships.

### Licenses/Certificates

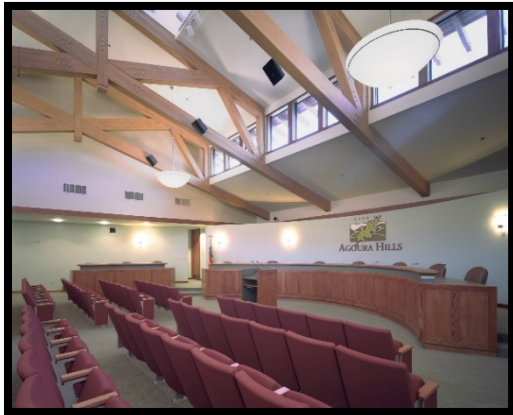
Possession of a valid California Class C driver's license at the time of hire and have a satisfactory driving record based upon specific program needs.

### Physical Demands

This position may require the employee to remain seated or to remain at a workstation for extended periods. This position requires the ability to communicate with the public and other employees utilizing the telephone or other communication devices, including answering and transferring in-coming calls, or in person, ability to type.

### Mental Demands

While performing the duties of the class, the employee is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; interact with City staff and other organizations; and deal with customer relations.



### Work Environment

The employee typically works in office conditions where the noise level is frequently quiet or moderately quiet.

### **Are you ready? Apply!**

This recruitment is open until filled. Complete your application, and supplemental questionnaire online at <https://www.agourahillscity.org> or submit by mail to City of Agoura Hills, 30001 Ladyface Court, Agoura Hills, CA 91301. Questions: email Celeste Bird at [cbird@agourahillscity.org](mailto:cbird@agourahillscity.org). Applications materials will be screened on a continuous basis. Resumes may be attached to completed applications, but a resume will not be accepted in lieu of an official

City application. This recruitment is subject to close at any time. Qualified candidates are encouraged to apply early! Candidates with the most relevant qualifications will be invited to interview.

### **The Fine Print**

Prior to hire, candidates will be required to successfully complete a pre-employment process, including employment verification, reference check, a criminal history questionnaire and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) finger print check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification from the recruitment process.

**COVID-19 vaccination is required for employment. If you are not vaccinated, you may apply for a medical or religious exemption.**

The provisions of this bulletin do not constitute a contract, expressed or implied, and the City may modify or revoke any provisions contained in this bulletin without notice.

The City provides employment rights and non-discrimination on the basis of disability, as established in the Americans with Disabilities Act of 1990. Candidates with a disability who may require special assistance in any phase of the application process should advise the Human Resources Department upon submittal of application. Documentation of the need for accommodation must accompany the request.