



SOLANO COUNTY PROBATION DEPARTMENT
INTERNSHIP/VOLUNTEER PROGRAM
ACCOUNTING INTERN

The Accounting/Collection Unit of Solano County Probation Department is accepting applicants for its Internship/Volunteer Program. Applicants should be Business, Finance, Economics or Accounting majors. Familiar with Microsoft Office (Word, Excel, & Outlook) and standard office equipment such as 10-key and copier/printer.

ABOUT SOLANO COUNTY PROBATION DEPARTMENT

Our primary mission is to serve and protect the community. Our goal is to effect changes in behavior through the use of casework modalities and monitoring the probationer's compliance with the Court ordered terms and conditions of probation.

ACCOUNTING INTERN DUTIES

Working closely under the direction of the Accounting Supervisor/Unit Lead.

Responsibilities:

- Assist in data entry to set-up accounts through migration.
- Assist in preparing billing packet.
- Assist in reconciling daily collection and deposit.
- Reconcile monthly **TouchPay** payments.
- Prepare Journal Voucher for account adjustments and bank deposit.
- Prepare Journal Report of Monthly Collection.
- Assist in skip tracing.
- Assist with file maintenance.
- Assist with mailing of collection letters.
- Assist in other routine functions of the unit.
- Assist in special projects.

MINIMUM QUALIFICATIONS

- 1) Possession of a valid Class C California Driver's License.
- 2) Education and/or experience related to business, accounting/collection and bookkeeping.
- 3) No Felony or Misdemeanor Convictions.
- 4) Not currently on probation or parole. No pending charges.
- 5) Must be willing to commit to one semester & minimum of 4 hours per week.
- 6) Must be able to pass a criminal background investigation and/or Live Scan.
- 7) A letter of recommendation from your college/university indicating permission to participate in an internship with the Solano County Probation Department.
- 8) Submit cover letter & resume.

If you are interested in an internship/volunteer position with the Solano County Probation Department, please contact:

Elysses Galvante
Accounting Supervisor
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