



**Submit resume and cover letter to:**  
**Northern Water, 220 Water Ave.**  
**Berthoud, CO 80513**  
**Email Preferred:** [careers@northernwater.org](mailto:careers@northernwater.org)

**Posted:** 01/31/2025  
**By:** RB  
**Removed:**  
**By:**

## Financial Services Intern

Division/Department: Finance and Administration Division / Financial Services Department

Reports to: Financial Services Department Manager

Location: Berthoud, CO

Type of Position: Part-time

Status: Non-exempt

Salary Range: \$18 - \$22 per hour

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### GENERAL STATEMENT

This position is responsible for a variety of financial and accounting-related tasks for the Financial Services Department, including bank deposits, AP data entry, cash receipt coding, purchase requisitions, data uploads, and more.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Completes weekly bank deposits or cash receipt coding, as needed.
- Data Entry and reporting for different aspects of the Financial Services Department, including AP/AR.
- Assists in setup and execution of supporting schedules for the annual budget.
- Creates purchase requisitions, as needed.
- Research reconciling items from any General Ledger Account, as needed.
- Prepares packets of information including binding, stapling, and copying in accordance with specific instruction, distributes packets to appropriate persons.
- Compiles supporting documentation for COP and bond drawdown requests, grant reimbursement requests, as well as audit and monitoring requests, as needed.
- Assists department managers, project managers, and division directors with research questions within the financial software.
- Opens, sorts, and files hardcopy or computer file documents and records.
- Assists with documenting key departmental milestones, desk manuals, and procedures.

### OTHER DUTIES AND RESPONSIBILITIES

- Performs general assistance in support of the department and its personnel.
- All other duties as assigned.

### EDUCATION AND EXPERIENCE REQUIREMENTS

#### Education

- Current or completed course work in accounting, finance, procurement, business management, governmental accounting, financial analysis, budgeting, or a related field.

## KNOWLEDGE, SKILLS AND ABILITIES

- Basic business financial management, accounting, and reporting.
- Working knowledge of Microsoft Office products and database management.
- Accurate spreadsheet and data entry skills.
- Effective oral and written communication skills.
- Interpersonal and problem-solving skills.
- Organized with excellent time management.
- Self-starter and self-motivator.
- Work productively, independently, and as part of a team.
- Follow written and verbal instructions.
- Flexible and adaptable.
- Keep sensitive topics and materials confidential.

## PHYSICAL REQUIREMENTS

- Occasional physical activity is required, including walking, bending, stooping, or climbing stairs.
- Requires prolonged sitting and sustained operation of keyboard devices.
- Must be able to meet the physical requirements of a post job offer physical examination.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of the job.

## OTHER REQUIREMENTS

- Maintains a personal appearance appropriate for job position and image of Northern Water.

**This job description in no way states or implies that these are the only duties to be performed by this employee.**

**Northern Water provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, marital status, sexual orientation, gender identity, national origin, disability, genetics, veteran status or other legally protected characteristics. Northern Water complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. Northern Water also prohibits any form of workplace harassment in accordance with these laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.**