

Internship Opportunity



Mississippi Department of Environmental Quality

MDEQ Accounting Intern/Co-Op Student-Job Description

MDEQ Accountants are professional positions responsible for a wide variety of finance-related tasks that are primarily associated with financial records and auditing work. This work is performed in accordance with established regulations, procedures, and administrative directives. It involves the application of professional accounting principles and techniques in the analysis of the agency's accounting functions to determine the legality and propriety of its fiscal activities and the effectiveness of its accounting system. Some examples of our accounting work includes processing agency payroll, processing and paying agency bills, and managing purchase orders and procurement cards. Our accountants are also responsible for compliance with all state and federal financial recording requirements, as well as billing and receipting all fees for the agency. We also have accountants who manage our agency contracts; manage the awards, expenditures and reimbursement of agency grants; and prepare the agency budget for submission to the Legislature. MDEQ has several **Accounting** internship and Co-Op opportunities across the agency. Some of the duties with these positions include, but are not limited to:

- Data entry into various excel spreadsheets
- Reconcile spreadsheets to internal accounting system
- Assist in grant application preparation and process grant award documents
- Ensure all MDEQ timesheets are signed and stored electronically
- Distribute monthly financial reports to program staff
- Code and process invoices
- Code and process receipts
- Maintain MDEQ's tracking system for all invoices processed
- Assist in updating MDEQ's file management system
- Other accounting related duties as assigned.
- Perform reconciliations