

Form Name: WorkStudy Job Description 2025-26_SEATTLE COLLEGES
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Job Title	Business Office Intern
Campus Location	Seattle Central
Department	Budget & Financial Forecasting
Building and Room Number	BE4180
Job Description	<p>Under the direction and supervision of the Business Department, this position supports the business office at either North Seattle College, South Seattle College, or Seattle Central College. At least one position at each college is available beginning Winter quarter.</p> <p>The Business Office Intern will be responsible for carrying out fiscal duties related to financial reporting, invoicing, and daily business processes.</p>
	<p>What you will be working on:</p> <ul style="list-style-type: none">· Prepare financial reports· Draft journal entries· Help with invoicing: accounts receivable and outstanding invoices· Support travel-related compliance· Archiving files
Number of Positions Available	2

Experience/Qualifications Desired This position is open to current students at Seattle Central College, North Seattle College, and South Seattle College. Must be enrolled in courses by the start of the internship. Students in accounting, business and finance are strongly encouraged to apply.

- Strong attention to detail and willingness to learn about business processes.
- Intermediate computer literacy; experience with Microsoft Office, specifically Excel.
- Must be able to work comfortably independently and in a team setting.
- Strong interpersonal written/verbal communication skills with the ability cooperate with others to effectively coordinate activities and accomplish goals.
- Some accounting background desired but not required (for example, coursework or entry-level job experience in accounting).

Educational Benefits	<ul style="list-style-type: none">· Build an understanding of business processes and accounting functions at an education institution.· Develop skills in working collaboratively to complete requests.· Gain a working knowledge of tools such as SharePoint and financial reporting, and universal reports on Teams.
Expected Hours	19
Position Available	Fall, Winter, and Spring
Contact Person	Anthony Triplin
Contact Person's Phone Number	(206) 934-9071
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