



General Accounting Intern

POST: External

DIVISION: **Financial Services**

DEPARTMENT: **General Accounting**

MAXIMUM # OF OPENINGS: **1**

JOB TITLE: **Reports and Property Accounting Intern**

RATE: \$17.00/hour, 40 hours/week

GENERAL SUMMARY OF DUTIES:

Applicant will assist in completing year end annual audits and lower level accounting tasks in the Reports and Property Accounting team.

ESSENTIAL FUNCTIONS:

- Performs other departmental tasks as assigned.
- Required to follow BWL Safety Manual and wear required personal protective equipment.
- Attends training for safety awareness or skills improvement as required by supervisor, BWL, or governmental agency such as MIOSHA.

JOB SPECIFICATIONS: KNOWLEDGE SKILLS ABILITIES

- Bachelor degree in Accounting or Finance
- Bookkeeping/Accounting knowledge and/or expertise
- Intermediate Excel
- Word/Outlook
- Excellent at Multi-tasking
- Must have proficient verbal and written communication skills.
- Must have valid driver's license with acceptable driving record.

PHYSICAL REQUIREMENTS:

Must be able to read and interpret documents. Ability to enter and retrieve data from computerized, typed and written sources.

WORKING CONDITIONS:

Normal office environment with possible exposure to varying temperatures, dust, and white noise.

TO APPLY:

Email resume, cover letter and application to bwljobs@lbwl.com, with **Accounting Intern** in the subject line, or mail to: BWL, Attn: Human Resources, PO Box 13007, Lansing, MI 48901. **Applications must be received by Friday, January 26, 2018.**

The Board of Water and Light serves Lansing, Michigan, and surrounding areas with electricity, water, and steam. In December 2017, BWL announced it will build a new, cleaner and efficient \$500 million natural gas-fired power plant to complement its investment in renewable energy projects and its energy efficiency programs.

BWL is also expanding and modernizing its electric transmission system, with substations, smart grid investment and new transmission line. This includes major upgrades to technology, such as converting to smart meters, and new customer information system. For more about the BWL see: <http://www.lbwl.com>.

THE BOARD OF WATER AND LIGHT IS AN EQUAL OPPORTUNITY EMPLOYER.