



Accounting/Finance Intern

The Baltimore City Health Department seeks Accounting/Finance Interns. These interns will work with the Director of Finance and Chief of Finance and Administration to document Standard Operating Procedures and training documents for BCHD accountants. This internship will consist of a minimum of 10 hours per week for approximately 3 months. We are looking to fill these positions immediately. This is an unpaid position, but is a perfect opportunity for a student seeking graduation credit, volunteer hours, or practicum requirements.

Job Duties

- The interns will work with finance and administrative office personnel to:
 - Create critical Standard Operating Procedures to support training for BCHD Finance and Administration staff
 - Update and check systems/files
 - Retrieve, organize, archive, and file documentation
 - Complete other duties as assigned

Candidate Requirements

- Knowledge of accounting principles
- Experience in Microsoft Office (including Excel, Word, and Outlook)
- Excellent writing skills
- Excellent attention to detail
- Well-organized

Candidate Desirables

- Accounting/Finance or Public Administration background
- Strong interpersonal skills
- Self-motivated
- Ability to work independently

To apply

Send pdf versions of your resume and cover letter to the Baltimore City Health Department (bchdinternships@gmail.com). Please put "Accounting/Finance Internship" in the subject line.



Bernard C. "Jack" Young, Mayor Ex Officio
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