



# Internship Program – Accounting Operations Division

The Accounting Operations Division is responsible for funds and appropriation accounting, audit and approval of demands against the City Treasury, City payroll for over 45,000 City employees and other disbursements. We are looking for interns to fulfill either one of the two following sections: Accounting & Finance, Data Analytics/Computer Science

## Skills & Qualifications

### Accounting & Finance

- Strong understanding of accounting principles and practices
- Attention to detail
- Experience with computer software, preferably Excel and Access
- Good communication skills and ability to prepare documents and reports

### Data Analytics/Computer Science

- Strong analytical skills
- Strong critical thinking in order to produce creative and insightful results
- Ability to communicate findings in a clear and convincing manner from data
- Attention to detail to ensure reports are accurate and precise
- Experience with statistical-based languages (e.g., R, Python, SAS)
- Good working knowledge of SQL
- Experience with statistical-based languages and software such as R, Python, SAS, SQL, Tableau etc.

## Application Process & Deadline

Apply online: [ControlPanel.LA/careers](https://controlpanel.la/careers)

Qualified candidates will be contacted for an interview. Please submit any questions to Dora Nuñez at [dora.nunez@lacity.org](mailto:dora.nunez@lacity.org).

## About the Office of Los Angeles City Controller Ron Galperin

The Los Angeles City Controller is an independently elected citywide official. He is the taxpayers' watchdog and the City's chief auditor and accountant. Ron Galperin, the 20th City Controller, came into office in 2013 from the private sector and is focused on innovation, efficiency, and 'return on investment' within government.

The Controller's office works to increase governmental efficiency and save taxpayers' money by improving operations through transparency and accountability. The office conducts financial and performance audits, and reports on all matters relating to the City's fiscal health. The office keeps the City's official financial records as well as supervising and executing all expenditures.