Contact Information: Kathleen Killion – Director of State Accounting
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How should students contact this business? Email
How should students submit cover letters and resumes? Email

General Description of Business: State agency responsible for managing Illinois’ finances, paying the State’s bills, and watching over public dollars.

Job Description: This is a paid internship in which students are paid an hourly rate of $15 and are reimbursed for the tuition costs associated with the Applied Study Term (up to 4 hours) upon successful completion of the term. In the course of the internship program, students may perform any of the following duties, or like duties, in the State Accounting, Financial Reporting, Fiscal/Budgeting and Internal Audit Departments of the Illinois Office of the Comptroller, under the direction of a supervisor:
- Assist with a variety of accounting, auditing and budgetary work, including, but not limited to: maintenance of general accounting books; preparation of financial statements, schedules, reports and budgetary forms; review and examination of contracts and leases and other fiscal/accounting documents; accounting and fiscal research, including investigation and compilation of data; and, auditing of accounts, records, internal systems, programs, functions and activities. Duties will also include working with Microsoft Office: Excel, Access and Word.

Basic Student Learning Anticipated: Students will be able to apply many of the accounting principles and procedures learned in the class room to a real work environment. Students will gain knowledge and experience in governmental budgeting, accounting and auditing. Students will be able to improve their written and verbal communication skills. Graduating students will have real work experience in an accounting environment to put on their resumes. Students will be able to explore a career in state government.

Hours per Week: Up to 35

Number of Weeks: 16, with opportunity for employment upon successful completion of internship program.

Positions Available: Summer or Fall