



## **Fiscal Operations Intern**

### **Westmoreland-Fayette Workforce Investment Board | Youngwood, PA**

#### **Summary**

The Westmoreland-Fayette Workforce Investment Board (WFWIB) is the leader in regional workforce development activities in the Westmoreland-Fayette County area. Through innovative programming and strategic initiatives, the WFWIB assists individuals in obtaining the skills needed for today's workforce and helps local employers retrain, hire, and retain skilled workers.

The Fiscal Operations Intern will work closely with the Fiscal Team to provide assistance on analyzing, reviewing, monitoring, and ensuring compliance of various WFWIB activities and programs. Additionally, the Fiscal Operations Intern provides assistance in monitoring. This is a temporary paid internship position.

#### **Duties & Responsibilities**

- Assist Fiscal Team with monitoring vendors, sub-recipients, and WFWIB contractors to ensure financial and programmatic compliance with Federal, State, and WFWIB regulations and policies
- Assist Fiscal Team with developing, improving, and streamlining processes through the identification and implementation of best practices
- Assist with reconciling various receivables and expenditures in accordance with established procedures
- Assist with payroll procedures and regulatory filings
- Assist with gathering, preparing, and recording financial data
- Assist in audits, including third party compliance reviews
- Handle sensitive and confidential information
- Perform other duties as required

#### **Required Skills**

- Highly adept at working independently, prioritizing work, and multi-tasking
- Ability to think strategically and critically and effectively collaborate
- Professional interpersonal, comprehension, verbal communication, and written communication skills are required
- Excellent computer, phone, and Office 365 skills, including Teams and Zoom
- Ability to maintain, create, organize, and coordinate resource materials
- Ability to work professionally and confidentially with diverse populations
- Possess a valid driver's license and ability to travel within two county areas and Commonwealth of PA

#### **Required Experience**

- An in-progress/completed post-secondary education is required.

- Earning/an earned degree in Accounting, Finance, Business Administration, or a related field is preferred.

#### Salary & Benefits

- This temporary internship position will pay \$16.00/hour.
- Office Location: Youngwood, PA

#### How to Apply

- Please submit your cover letter and resume to WFWIB Executive Assistant Michele Aston at [maston@westfaywib.org](mailto:maston@westfaywib.org).

The Westmoreland-Fayette Workforce Investment Board (WFWIB) is an equal opportunity employer/program. Equal Opportunity, Diversity, and Inclusion: The WFWIB is committed to treating every individual, family, employee, and applicant with dignity, respect and compassion regardless of a person's sex, ancestry, national origin, race, color, age, religion, disability, military or veteran status, sexual orientation, gender identity/gender expression, genetic information, or social, economic or political affiliation. Compassion, trust, and mutual respect are at the core of our commitment to diversity and inclusion. The WFWIB fosters and promotes an inclusive environment that leverages the unique contributions of diverse individuals and organizations in all aspects of our work. We know that by bringing diverse individuals and viewpoints together we can collectively and more effectively create opportunities for a better life for the individuals we support.

Auxiliary aids and services are available upon request to individuals with disabilities.