OFFICE OF OKLAHOMA STATE TREASURER
STUDENT INTERN PROGRAM
(Spring, 2012)
Pay Range - $10.00 to $12.00 hourly

DESCRIPTION

The Office of State Treasurer is a state agency with approximately 50 employees. The office is responsible for the treasury function of the State, and accordingly, it manages and invests state funds. Further, it performs banking functions for the approximately 150 other state agencies. Such functions include receiving deposits, disbursing monies, executing investment transactions at the agencies' direction, maintaining account balances, and providing monthly account statements. Additionally, this office has responsibility for administering the unclaimed property program for the state.

The Student Intern Program consists of positions for students enrolled in an institution of higher education and working toward an undergraduate or graduate degree in Accounting, Finance, or a related field. Positions will report directly to the manager of the respective department indicated in the “Job Description” area. Interns will be assigned a variety of entry level duties. These duties are described in the "Job Description" section.

ELIGIBILITY REQUIREMENTS

Applicants must be at a level of junior or higher and have completed at least 12 semester credit hours of undergraduate accounting courses with a cumulative grade point average of 3.0 or above on a 4.0 scale. Preference will be given to applicants who have computer spreadsheet and word processing skills. Applicants must be able to work a minimum of 12 hours per week (Monday - Friday).

APPLICATION REQUIREMENTS

All of the following items must be sent to the Human Resources Manager, Office of the State Treasurer for an application to be considered complete:

- □ A completed and signed application form;
- □ Verification of current enrollment;
- □ Transcript(s) from accredited college or university;
- □ A résumé; and
- □ A letter of recommendation from a faculty member of the college or university where the applicant is enrolled or from a current or prior employer. Letters must be from non-relatives.

***depending upon intern availability and program funding**

COMPENSATION

The intern pay rate shall be at the discretion of the State Treasurer's office, and shall be determined based upon the individual intern's experience level and other factors. The pay range is $10.00 to $12.00 per hour.

BENEFITS

Interns are not eligible for benefits.

CONDITIONS OF EMPLOYMENT

Any applicant who receives an appointment shall:

- continue making progress toward an undergraduate or graduate degree;
- maintain their grade point average; and
- have no right or expectation of continued employment with the State Treasurer because of participation in this program.

TERMINATION OF INTERNSHIP AGREEMENT AND SEPARATION

The State Treasurer, the department manager, or the intern may terminate the internship agreement at any time without notice. The State Treasurer or the department manager may terminate an intern with or without cause.

Possible causes of termination could include, but are not limited to:

- failure to comply with ethics rules
- a prohibited or unacceptable conflict of interest
- failure to report to work without notifying the appropriate supervisor;
- consistently failing to work the required minimum number of hours per week;
- unsatisfactory work performance;
- failure to maintain confidentiality or objectivity; or
- loss of funding for the intern program.

AUDIT INTERN JOB DESCRIPTION

The Audit intern will be assigned tasks to complete under the supervision of the Internal Auditor. The intern should be familiar with accounting principles and practices. Intern duties in the internal audit area may include the following:

- Completing predetermined tests designed to evaluate the effectiveness of internal
- Control procedures, maintaining objectivity and confidentiality when specified;
- Entering data into spreadsheets;
- Assisting in preparing and organizing working papers;
- Using proper grammar, punctuation, and format in written documentation;
- Filing and copying; and
- Other duties as assigned.

UNCLAIMED PROPERTY INTERN JOB DESCRIPTION

The Unclaimed Property intern will be assigned tasks to complete under the supervision of the Director of Unclaimed Property. The intern should be familiar with accounting principles and practices. Unclaimed Property duties in the UP area may include the following:

- Reconciling securities
- Posting dividends
- Stock Spreadsheets
- Vault securities inventory/spreadsheet update/research, etc.
- Loading Holder diskettes
- Inputting Holder data
- Fast Track Claims; and
- Other duties as assigned