



## City of Willoughby, Ohio

### Accounting & Finance Intern (Part-Time)

**Location:** Willoughby, Ohio (On-site)

**Schedule:** 20-25 hours per week

**Duration:** Summer/Fall/Spring opportunities available

#### About the Role

Join the City of Willoughby Finance Department and gain hands-on experience in public sector accounting. Support real municipal financial operations that serve the community.

#### Responsibilities

- Assist with Accounts Payable/Receivable
- Organize financial records and documents
- Prepare deposits and journal entries
- Support payroll processing
- Perform reconciliations
- Process payments and receipts
- Provide clerical and front desk support

#### Qualifications

- Currently enrolled in college (Accounting, Finance, Business preferred)
- Strong attention to detail
- Basic math and Excel skills
- Strong communication skills
- Ability to handle confidential information

#### Apply

Submit your resume (and optional cover letter) to [HRjobs@willoughbyohio.com](mailto:HRjobs@willoughbyohio.com)

The City of Willoughby is an Equal Opportunity Employer.