Internship - Finance

Who We Are

The State Charter Schools Commission (SCSC) of Georgia is a state agency located in Atlanta, Georgia, that operates as an independent authorizer for charter schools. The SCSC was created by the Georgia General Assembly to enable increased school choice options through the development and support of high-quality charter schools throughout the state. The SCSC regularly reviews petitions for new start-up charter schools, in addition to reviewing the academic and overall performance of existing SCSC charter schools to ensure academic and fiscal accountability and legal compliance with the terms of the charter contract. The SCSC also works with charter school petitioners and operators to locate and develop resources and partnership opportunities with community stakeholders.

Who We Need

The SCSC is looking for Finance interns who are currently enrolled in undergraduate (junior or senior years preferred) or graduate programs relating to accounting, finance, economics, business administration, public administration, public policy, or a related field and are interested in learning more about governmental finance, education finance, and charter school authorization and oversight. Ideal candidates will demonstrate superior academic performance in their programs of study; excellent analytical, organizational, and research skills; strong attention to detail; effective written and verbal communication skills; proficiency with Microsoft Excel and PowerPoint; and a willingness to support the agency in various capacities. Interns can expect to gain valuable insight into Georgia state government, governmental budgeting and financial operations, charter school finance, and the financial oversight responsibilities associated with charter school authorization. Interns will also participate in agency meetings with internal and external stakeholders.

Specific needs and duties include, but are not limited to:

- Conducting financial research and data analysis;
- Attending and assisting with agency meetings and trainings;
- Assisting with the review of financial reports and other financial documentation;
- Supporting financial monitoring, reporting, and compliance activities;
- Preparing spreadsheets, financial summaries, and internal documents; and
- Assisting with special projects and Finance Division operations

Interns are paid at an $18 hourly rate and are expected to work between 18 and 28 hours per week.

Please submit applications via email to naquita.smith@scsc.georgia.gov. Include a resume or curriculum vitae, a transcript of grades (official or unofficial transcript), and a cover letter explaining your interest. References may be required.

Applications that do not contain all required documents will not be reviewed. All application materials must be received by the deadline. Interviews will be held on a rolling basis.