INTERNSHIP OPPORTUNITY

Recruitment: Open

Accounting Intern (2)
$10 per hour

COMPANY DESCRIPTION
The Southern California Regional Rail Authority is the operator of the METROLINK Commuter Rail System. Visit our website at www.metrolinktrains.com.

QUALIFICATIONS
Students must be an undergraduate or graduate studying Accounting or a related field.

DUTIES & RESPONSIBILITIES Support the Accounting Division with various projects. Student must have knowledge of general office practices and procedures and be proficient with Microsoft Office including word processing, spreadsheet, presentation, and database applications. Student will have the ability to organize work and handle multiple requests and priorities; a professional demeanor and good written/verbal communication skills is required.

BENEFITS
Students can work up to 1000 hours in a fiscal year (7.1.10- 6.30.11), receive a monthly transportation pass and earn $10/hr.

RESUME AND APPLICATION PROCEDURE
Resumes and/or applications must be received in the Metrolink offices at 700 S. Flower Street, Suite 2600, Los Angeles, California 90017-4101 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. FOR IMMEDIATE CONSIDERATION: Email your resume and application to hrrecruit@scrra.net Completed application packages will be also be accepted in person, mailed to the same location, or faxed to (213) 452-0461.

If you believe you possess a disability that requires accommodation for the testing process, please provide notice with your application materials or call the Human Resources Division at (213) 452-0309. Proper supporting documentation may be requested by SCRRRA in order to accommodate special needs of candidates.