About Truckee Meadows Water Authority

Truckee Meadows Water Authority (TMWA) is a not-for-profit, community-owned water utility, overseen by elected officials and citizen appointees from Reno, Sparks and Washoe County. TMWA has a highly skilled workforce who ensure the around-the-clock treatment, delivery and availability of high-quality drinking water for more than 330,000 residents of the Truckee Meadows.

About the Internship

The Accounting Intern will assist with the Accounts Payable Process, Purchasing, and General Ledger Accounting. They will be exposed to multiple areas of the business. A successful intern is one who is motivated to learn more and get their hands dirty in day to day accounting tasks.

Qualifications

- Proficiency with Microsoft Office products
- Basic knowledge of debits and credits

Internship Duties

- Create and post journal entries
- Enter invoices for payment
- Assist with entering new Purchase Orders
- Perform account reconciliations

$12/hour for 120 hours
Spring Semester 2017
Apply by November 1st, 2016
at www.unr.edu/career