



# VILLAGE OF SCHAUMBURG

PROGRESS THROUGH THOUGHTFUL PLANNING

## Finance Intern – Unpaid

The Village of Schaumburg is a thriving community of 78,723 residents located 11 miles west of O'Hare International Airport and approximately 26 miles northwest of Chicago. Not only is Schaumburg the twelfth-largest community in the State of Illinois, but it is also home to the second-largest concentration of retail, office, and commercial activity. Notable village distinctions include being rated as an excellent or good place to live by 95% of respondents in the National Community Survey; having multiple highly awarded and accredited departments; and being recognized as a Better Business Town by The Better Business Bureau of Chicago and Northern Illinois.

The village employs approximately 600 employees in 12 departments, including police, fire, engineering and public works, communications, community development, cultural services, economic development, finance, general government, human resources, information technology, and transportation. Our employees work to serve the residents and strive to make Schaumburg the best community it can be.

### Internship Goals:

- Provide a working knowledge of a municipal Finance department particularly related to financial reporting and competitive purchasing requirements.
- Provide insight into working in the public sector.
- Provide ability to collaborate with Village of Schaumburg finance professionals.

### Internship Schedule:

- Weekday afternoons.
- Willing to coordinate with school for class credit.

### Essential Internship Functions:

- Will be working with spreadsheets, utilizing financial data analysis skills.
- Intern will be organizing and filing documents.

### Requirements:

- Currently enrolled in a Finance-related degree program.
- Interest in pursuing a career in the finance field.
- Microsoft Office proficient with an emphasis on Excel.
- Strong organizational skills.
- Good communication and interpersonal skills.
- Ability to keep information confidential.
- Criminal background checks must be completed with satisfactory results.

**If you are interested in applying for this unpaid internship position, please click on [Volunteer Application](#) or go to our website under [How Do I > Volunteer](#).**