



**ASSOCIATION OF MONTEREY BAY AREA GOVERNMENTS (AMBAG)  
ANNOUNCES AN EMPLOYMENT OPPORTUNITY FOR A**

**Intern**

**Part Time Position**

**(Estimated: 16 hours per week on-site)**

**HOURLY RANGE \$20.00 to \$26.90**

**Position is open until filled**

**THE AGENCY:**

AMBAG's mission is to provide strategic leadership and services to analyze, plan, and implement regional policies for the benefit of the cities and counties of Monterey, San Benito and Santa Cruz. Balancing local control with regional collaboration, AMBAG was organized in 1968 and formed as a Joint Powers Authority (JPA). It is governed by a twenty-four member Board of Directors comprised of elected officials from each city and county. AMBAG is the region's federally designated Metropolitan Planning Organization (MPO) and a Council of Governments (COG) for Santa Cruz and Monterey Counties.

**THE POSITION:**

Under supervision of the Principal Accountant/Director of Finance and Administration, the intern performs a variety of clerical and accounting tasks in support of AMBAG and its staff.

**EXAMPLE OF DUTIES** (include the following, other duties may be assigned):

- Provide support to the accounting department, including digitalizing hard copy accounting records, reviewing accounts payable and receivable documentation for accuracy, bank reconciliations, assisting with internal and external invoicing, assist with annual budget and audit preparation.
- Perform a variety of clerical duties in support of the AMBAG office
- Other duties as required to maintain a functional and professional office of a multi-jurisdictional entity.

**QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of or an interest in developing knowledge of:

- Standard office procedures and policies
- Standard office procedures, practices and equipment, including a computer and applicable software such as Microsoft Office including Word, Excel, PowerPoint, and Outlook
- Recordkeeping processing and maintenance procedures and systems including filing and other record storage systems
- Use of written English including vocabulary, grammar, spelling, and punctuation
- Mathematical principles
- Principles and practices of customer service
- Principles and practices of public relations

Ability to:

- Deal tactfully and courteously with the public, in person and by telephone
- Learn applicable AMBAG policies and procedures in a timely manner
- Use sound judgment in following and applying appropriate regulations, policies and procedures
- Organize, prioritize and follow-up on work assignments
- Work independently and as part of a team
- Make sound decisions within established guidelines
- Follow written and oral directions
- Observe safety principles and work in a safe manner
- Operate a variety of office equipment, including a computer, scanner/printer and copier
- Communicate clearly and concisely, both orally and in writing
- Establish positive working relationships with representatives of outside organizations, state/local agencies and associations, vendors, AMBAG management and staff, and the public

**DESIRABLE QUALIFICATIONS BUT NOT REQUIRED:**

Knowledge of:

- QuickBooks

**EDUCATION AND EXPERIENCE:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Successful completion of a minimum of one year of undergraduate college level studies in accounting, business administration, agribusiness, public administration or finance.

**LANGUAGE ABILITY:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATH ABILITY:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**COMPUTER SKILLS:**

To perform this job successfully, an individual should have knowledge of MS Office Suite and online resources.

**SPECIAL SKILLS:**

Strong written communication skills  
Strong internal communication skills  
Ability to maintain confidentiality

**CERTIFICATES AND LICENSES:**

None

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and climb or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include the ability to adjust focus.

**POSITION CONTENT:**

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary.

**HOW TO APPLY:**

Please apply by completing an AMBAG Employment Application form. Resumes, cover letters, and work experience may be submitted in addition to the AMBAG Employment application but are not a substitute for this document.

The Employment Application can be downloaded from the AMBAG website [www.ambag.org](http://www.ambag.org). Alternatively, a copy can be requested by calling (831) 883-3750 or emailing [info@ambag.org](mailto:info@ambag.org). Completed applications and related materials can be submitted via email, fax (831) 883-3750, regular mail, or delivered by hand.