

GOVERNMENT FINANCE OFFICERS ASSOCIATION OF ARIZONA INTERNSHIP AND SCHOLARSHIP PROGRAM

About the GFOAz Internship and Scholarship Program

The Program was created in 2015 to honor Arizona students who aspire to a career in public finance. To be eligible, students must be an incoming junior or senior enrolled at an accredited Arizona-based university working on an accounting, finance, economics, business or business- related major. Additional criteria for eligibility are listed in the attached Student Information and Application Form.

The two GFOAz scholars will have the opportunity to intern at a local city, town, or county where they will be provided with a broad range of experience in the finance department. Responsibilities of host organizations are listed in the attached Host Organization Information form.

Internship and Scholarship Award

Up to two students will be selected for the current Internship and Scholarship Program. GFOAz will award the students selected with a 10-week paid internship of $6,000 and a $6,000 tuition scholarship upon successful completion of the internship. Additionally, the students will have the option to accept a one-year membership to GFOAz, complimentary registration and two nights lodging at the GFOAz Winter Conference in Flagstaff and the Summer Conference in Tucson, along with complimentary registrations to day-long GFOAz trainings in January, May and October. GFOAz will provide the $6,000 grant to the participating local government entity to be used towards the salary of the student interns.

STUDENT INFORMATION

Student Eligibility Criteria

An applicant must:

- Be attending an accredited Arizona-based university
- Complete 60 credits by May
- Be pursuing a major in business, accounting, finance, economics, public administration, and/or another related program
- Have at least a 3.0 GPA
- Must be at least 18 years of age and able to work legally in the U.S.
- Pass a criminal background check (intern will be required to complete host organization's hiring requirements)
- Submit a complete application by the due date

Assessment Criteria

The successful candidate will have:

- A strong desire to work in a municipal setting
- Experience in municipal finance (not required but preferred)
- Excellent communication skills
- Leadership qualities through involvement in school activities or volunteer organizations
- Working knowledge of accounting and finance and strong analytical skills
- A strong work ethic and ability to commit to a high level of responsibility

Student Responsibility for Internship

- Student must fulfill duties provided by host entity in a satisfactory manner
- Student is expected to complete the length of the internship. If student does not complete the internship, the scholarship and internship awards will be forfeited and must be returned to GFOAz

Payment of Scholarship Award

- The student will receive a scholarship of $6,000 that will be dispersed to the university at the completion of their internship. The scholarship is intended for educational expenses (i.e. books, tuition)
- The successful applicant will submit proof of registration (tuition), name of university, and address to registrant's office for payment of scholarship directly to the university
- If the internship is not completed, the scholarship is forfeited

Please note that GFOAz does not offer course credits at this time.

HOST ORGANIZATION INFORMATION

Host City, Town and County Eligibility Criteria

A local government hosting a student intern must:

- Have at least one active GFOAz member
- Be able to expose the student intern to a broad area of finance functions.
- Be able to provide a paid internship with a minimum of 200 hours and maximum of 400 hours over a 10-week period between May 31 and August 31. GFOAz will provide a grant of $6,000 towards the salary of the intern.
- Enter into a Conditional Grant Agreement with GFOAz.

Host Entity Responsibility for Internship

- Provide intern with valuable work experience across a broad area of finance functions such as the following:
  - General Cash Receipting
  - Accounts Receivable
  - Accounts Payable
  - Budgeting
  - Financial Reporting
  - Treasury
  - Billing
- Commitment to provide proper supervision and mentoring to the intern. One person should be assigned to work closely with the student to assist in developing their knowledge and to enrich their work experience. This person will also be responsible for the requirements of the Conditional Grant Agreement.
- Commitment from senior management in the finance department to provide the intern with a valuable experience. We are confident that a genuine commitment of time and resources will prove to be of tremendous value for both the intern and host municipality and also be an investment in developing future finance leaders for the municipal sector.
- We recommend that the host entity conduct an informational session for their department staff who will be interacting with the student intern regarding the internship and program expectations.
- Allow intern to participate in all program related events, including GFOAz's summer conference and May training. Complimentary registrations for the intern will be provided for all GFOAz conferences and trainings. GFOAz will cover two nights lodging for the intern at the Winter Conference and Summer Conference.

Payment of Internship Grant

- The host organization will receive a $6,000 check from GFOAz after the intern and host have selected a start date
- The host organization is required to pay the student a rate between $15/hour and $20/hour.
- Upon completion of the internship, the host entity must complete and submit a final accounting/expense form with payroll documentation to provide a full accounting for the expenditure of the $6,000 grant.
- If the intern leaves before the end of his or her internship, the host organization is required to send the remaining funds back to GFOAz.

Expenses for Intern

- GFOAz will provide the intern with complimentary registration for the Winter Conference and Summer Training along with complimentary registration for three trainings (January, May and October). The intern will receive two nights lodging at the Winter Conference in Flagstaff and the Summer Conference in Tucson.
- Relocation costs are partially covered by GFOAz

GFOAz Internship Criteria for Cities, Towns and Counties

If you agree to host the GFOAz scholar, please prepare a memo that addresses the following items.

1. Statement of commitment and ability to provide a meaningful work experience for GFOAz scholar.

2. Indicate the name and title of the person who will supervise the intern.

3. Provide a work plan of the intern's duties, responsibilities, and/or special projects. Please note that GFOAz does require that the host provides the student with experience in cash receipting, accounting receivables & payables, budgeting, financial reporting, treasury or billing.

4. Provide a detailed description of the training and development opportunities that may be provided to the intern such as mentoring, regularly scheduled meetings with the finance director or CFO, attending management team meetings, attending city council meetings and board/commission meetings, participating on inter- departmental teams, attending regional organization events or meetings, city tours and ride-along, meetings etc.

The memo must be received before the scholar is scheduled to begin the internship. Please submit your memo to:

GFOAz
c/o Michael Barahona
1820 W. Washington Street, Phoenix, AZ 85007 or
gfoazinfo@azleague.org