



# VILLAGE OF SCHAUMBURG

PROGRESS THROUGH THOUGHTFUL PLANNING

## Human Resources Department

101 Schaumburg Court  
Schaumburg, IL 60193  
[www.schaumburg.com](http://www.schaumburg.com)

## FINANCE Intern - Unpaid

The Village of Schaumburg employs approximately 600 employees in a variety of departments within the organization, such as police, fire, public works, engineering, finance, human resources, cultural services, community development, information technology, and transportation. Our employees work to serve the residents and strive to make Schaumburg the best community it can be. Schaumburg is a thriving community of 75,936 residents located 12 miles west of O'Hare International Airport and approximately 26 miles northwest of the City of Chicago. The community is the base of the second largest concentration of retail, office and commercial activity in the state of Illinois and was recently named by Money Magazine as one of the Top 10 Best Places to Live!

### Internship Goals:

- Provide the Intern with 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

### 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 in Excel
- Strong organizational skills
- Good communication and interpersonal skills
- Ability to keep information confidential
- Criminal background check must be completed with satisfactory results

**If you are interested in submitting an application for this unpaid Finance Internship position, please click on [Volunteer Application](#) or go to our website under How Do I > Volunteer**