



**SEATTLE COLLEGES**  
North • Central • South

**Business Office Intern**

**Fall 2025**

**First Review Date: Apply by October 17<sup>th</sup> for first consideration.**

**Email resume & cover letter to: [Rachel.andre@seattlecolleges.edu](mailto:Rachel.andre@seattlecolleges.edu)**

Job Title:	Business Office Intern
Number of Positions Available:	1
Department:	Business Services Office at South Seattle College
Work Location:	South Seattle College (main campus) 6000 16 <sup>th</sup> Ave SW, Seattle, WA 98106 <i>In-person</i>
Expected Hours:	19 hours per week
Wage:	\$20.76 per hour
Desired Quarter Start/End:	Fall quarter start – with possibility of extension
Job Description:	Under the direction and supervision of the Director of Business Operations, this position supports the business office at South Seattle College. The Business Office Intern will be responsible for carrying out fiscal duties related to financial reporting, invoicing, and daily business processes.
Specific Duties:	Specific duties include but are not limited to: <ul style="list-style-type: none"><li>• Prepare financial reports</li><li>• Draft journal entries</li><li>• Help with invoicing: accounts receivable and outstanding invoices</li><li>• Archiving files</li></ul>
Experience/Qualifications Desired:	<p>Strong attention to detail and willingness to learn about business processes.</p> <p>Intermediate computer literacy; experience with Microsoft Office, specifically Excel.</p> <p>Must be able to work comfortably independently and in a team setting.</p> <p>Strong interpersonal written/verbal communication skills with the ability cooperate with others to effectively coordinate activities and accomplish goals.</p> <p>Some accounting background desired but not required (for example, coursework or entry-level job experience in accounting).</p>

Educational Outcomes:	<p>Build an understanding of business processes and accounting functions at an education institution.</p> <p>Develop skills in working collaboratively to complete requests.</p> <p>Gain a working knowledge of tools such as SharePoint and financial reporting, and universal reports on Teams.</p>
Related areas of study or program enrollment requirements:	<p>This opportunity is open to current students at Seattle Colleges. Students interested in accounting, business and finance are strongly encouraged to apply.</p>
Application Instructions:	<p>Send your materials to <a href="mailto:Rachel.Andre@seattlecolleges.edu">Rachel.Andre@seattlecolleges.edu</a></p> <p>Resume &amp; cover letter required.</p> <p>In your cover letter, please include a brief description of any accounting and business courses or training you have received.</p>