

# Fiscal Management Payroll Assistant Intern

**Type of Recruitment:** Casual Seasonal (Summer Intern)

**Pay:** \$18.50 per hour

**Agency:** DNREC Office of Budget and Finance

**Employment Term:** Full-time / 12 Weeks

**Location(s):** Enterprise Business Park

97 Commerce Way, Suite 106 Dover, DE 19904

## Introduction

The **Delaware Department of Natural Resources and Environmental Control** protects and manages the state's natural resources, protects public health, provides outdoor recreational opportunities and educates Delawareans about the environment. The intern is part of the DNREC Fiscal Management – Payroll Section. For more information, visit the website at [dnrec.delaware.gov](http://dnrec.delaware.gov) and connect with @DelawareDNREC on Facebook, Instagram, X (formerly known as Twitter) or LinkedIn.

## Summary Statement

The Payroll Assistant will support our current Payroll Associates. This position will assist with On-Boarding new hires and rehires for DNREC's Summer Casual/Seasonal Programs. This will include support operations such as data entry, recording, reviewing, and filing financial transactions, records, and documents.

## Job Duties

- Process internal PAFs (Personnel Action Forms) initiated by HR
- Data Entry New Hire and Rehire packages
- Create and File New Hire and Rehire personnel records and documents

- Assist, as needed, with other Payroll assignments for bi-weekly payroll process.

## Job Requirements

All applicants will be required to submit a resume with their application.

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

- Must be a current college student or recent college graduate.
- Six months of experience in compiling, analyzing and reporting on financial data to ensure effective and efficient accounting of funds or to make projections for financial planning.
- Six months' experience in researching and analyzing accounting transactions and records to reconcile discrepancies or errors and maintain an audit trail.

## Additional Posting Information

- The position is flexible as to start date and is for a maximum 12-week term.
- The position will not exceed 37.5 hours per week with a regular schedule of Monday – Friday; 8:00 am to 4:30 pm with a 1 hour lunch.
- The intern will work at the office located at 97 Commerce Way; Dover, DE 19904. Additional hours will be in the field.
- Casual/Seasonal Employees are not eligible for state plan benefits.

## Condition of Hire

As a condition of hire, applicants must possess a valid driver's license (not suspended, revoked or canceled, or disqualified from driving).

Applicants must be legally authorized to work in the United States. DNREC does not provide sponsorship for holders of H-1 B Visas.

The State of Delaware Executive Branch participates in the Federal E-Verify system. The State will provide the federal government with each new hire's Form I-9 information to confirm that they are authorized to work in the U.S. For more information refer to our job seeker resources.

## Selection Process

The application and supplemental questionnaire are evaluated based upon a rating of education, training and experience as they relate to the job requirements of the position. It is essential that applicants provide complete and accurate information on their application and the supplemental questionnaire to include dates of employment, job title and job duties. For education and training, list the name of educational providers, training course titles and a summary of course content. Narrative information supplied in response to the questions must be supported by the information supplied on the application including employment, education and training history as it relates to the job requirements.

Once an application has been submitted, all future correspondence related to the application will be sent via email. Please keep contact information current.

## Accommodations

Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service, call 302-739-5458. TDD users should call the Delaware Relay Service Number 800-232-5460 for assistance.

The State of Delaware is an Equal Opportunity employer and values a diverse workforce. We strongly encourage and seek out a workforce representative of Delaware including race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression.