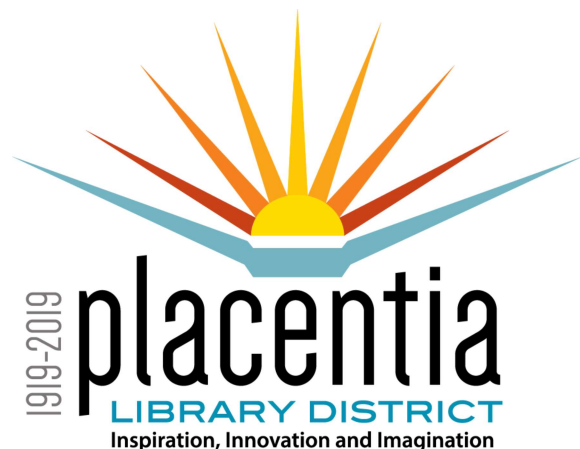


ACCOUNTING INTERN

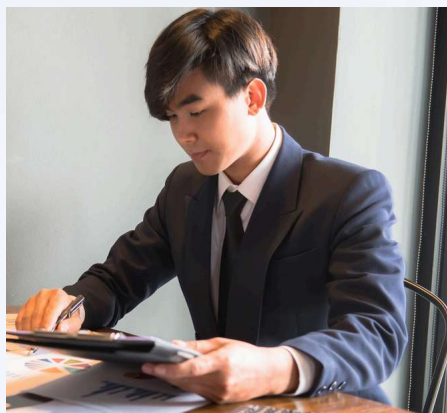
TEMPORARY POSITION

Closing Date: July 29, 2026, 5:00p.m.

\$18.00-\$23.03 per hour



PLACENTIA LIBRARY DISTRICT



Founded on September 2, 1919, the Placentia Library District is one of 12 independent library districts in California, serving as a cornerstone of the community for over a century. The Library provides a wide array of programs and services for all ages, including educational workshops, literacy programs, technology access, cultural events, and youth activities. Its funding drawn from a share of local property taxes, grants, and entrepreneurial initiatives supports a vibrant, accessible space that fosters learning, creativity, and community connection. Open seven days a week at 411 E. Chapman Avenue, Placentia, California, the Library remains dedicated to enriching lives and strengthening the heart of the community.

Our Mission

Placentia Library District provides lifelong learning and reading opportunities that inspire, open minds, and bring our community together.

This is a paid part-time temporary internship under the general direction from the Business Manager.

Key Responsibilities

- Assist with month-end journal entries to ensure timely financial reporting.
- Support the preparation of monthly and annual financial reports.
- Assist with account reconciliations.
- Analyze financial data and identify discrepancies or variances.
- Help with audit preparation and ensure compliance with internal controls.
- Gain exposure to funds, grants, and government accounting.
- Contribute to administrative tasks, including document retention.

Education and Experience Needed

Possession of a high school diploma or the equivalent. Currently enrolled in an accredited college, university, or community college with at least sophomore standing or recent completion of a bachelor's degree in the previous six (6) months. A major or degree in accounting, finance, business administration or a closely related field is required to be considered.

Working Conditions

The District is open seven days a week. The administration office is open Mondays-Fridays 9AM-5PM. This position is required to work during administration office operating hours. Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

How to Apply

Applications are available online at www.placentialibrarydistrict.ca.gov and at Placentia Library District, 411 E. Chapman Avenue, Placentia, CA 92870. Candidates may submit their application and resume by email to administration@placentialibrarydistrict.ca.gov or to the Placentia Library Administration Office. Resumes will not be accepted in lieu of an application - incomplete application will result in disqualification.

Deadline to submit application is Wednesday, July 29, 2026.