Internship
Administrative Division – Financial Management

Position Summary:

The Administrative Division – Financial Management (Financial Management) is seeking a detail-oriented and analytical intern to support the agency's finance team. This internship provides a unique opportunity to gain firsthand experience in public service and governmental financial operations within a state agency setting. Interns will work closely with budget and grant analysts as well as accountants (accounts payable and receiving) to assist with financial related administrative tasks, research, data analysis, budgeting, and monthly reporting cycles. They will gain insight into how state government financial functions, contribute to meaningful projects, and develop valuable professional skills in communication, organization, and financial policy-related work.

Responsibilities:

Intern responsibilities may include, but are not limited to:

- Manage incoming correspondence (mail/electronic mail).
- Assist with customer account research, data entry, and financial analysis.
- Support agency staff with day-to-day financial tasks.
- Maintain confidentiality and may handle sensitive information.
- Performing other duties as assigned to support agency operations.

Qualifications:

- Must be authorized to work in the United States and currently enrolled or recently graduated from an accredited college/university within the past year in a financial related degree plan.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams, etc.).
- Ability to work independently and manage time effectively.
- Interest in public service, government, or policy-related fields.
- Professionalism and attention to detail.

Physical Requirements

- Perform duties in a stationary (seated) position with occasional periods of walking.
- Lift and carry boxes weighing up to thirty (30) pounds.

JOIN US!

Students interested in applying should download and complete the Intern Employment (PDF) or the Intern Employment (Word) application and send it to employment@sos.texas.gov, along with a **resume, transcripts, certifications, and a writing sample**. This internship opportunity is unpaid.