



## North Marin Water District Human Resources/Accounting Intern

<b>SALARY</b>	Depends on Qualifications	<b>LOCATION</b>	Novato, CA
<b>JOB TYPE</b>	Part-Time	<b>JOB NUMBER</b>	71
<b>DEPARTMENT</b>	Administration	<b>OPENING DATE</b>	04/07/2026
<b>CLOSING DATE</b>	5/5/2026 5:00 PM Pacific	<b>MAX NUMBER OF APPLICANTS</b>	100

### Description

#### HUMAN RESOURCES & ACCOUNTING INTERN

**North Marin Water District (NMWD)** is offering an internship opportunity in its Administration Department for a motivated college student or recent college graduate with a focus in Human Resources and/or Accounting.

- Are you an individual who would like to perform a variety of intern-level Human Resources AND Accounting work in a Public Sector Water District environment? As an HR/Accounting Intern, you'll work alongside a knowledgeable and supportive team of HR and Accounting professionals. Duties would include payroll processing, audit preparation, general HR and Accounting procedures, recordkeeping and other special projects.
- Are you a people person? This position will have a moderate level working interaction and collaboration with our awesome professional staff members.
- Do you work well with others? The intern would receive direct supervision from the HR/Safety Manager, indirect supervision from the Accounting Supervisor and will consult and collaborate with the Sr. Accountant, Staff Accountant, and other office and administrative support staff.

The position provides an opportunity to apply academic knowledge to practical and real-world administrative challenges within a water and wastewater utility environment.

We're excited to mentor the next generation of a human resources and accounting/finance professional and demonstrate how meaningful and impactful a career in the public sector can be.

**Rate of Pay:** As defined in our [Temporary/Seasonal Worker pay scale \(Download PDF reader\)](#). DOE

**Internships Available:** 1 position

#### About Us

North Marin Water District is a small public agency of the State of California established under the County Water District Law. We serve a suburban population of 63,955 people situated in and about the [City of Novato](#), which is located in a warm inland coastal valley of Marin County, California as well as serving several small improvement districts in the West Marin area near the coast.

As a small Special Water District, we proudly employ 58+ dedicated individuals who genuinely enjoy coming to work and collaborating with one another. Many of our employees describe our workplace as "like a family," which fosters a positive and supportive work environment. This strong sense of connection helps us successfully fulfill our vision: "to

*optimize the value of the services we provide to our customers and continually seek new ways to enhance efficiency and promote worker and customer engagement and satisfaction”.*

### **About the Internship**

This opportunity is a summer internship intended for a college student who is currently enrolled, plan to enroll, or has recently completed an undergraduate degree program in Human Resources, Accounting, Finance or Public Administration and has an interest in working within a Public Sector Utility.

This internship offers exposure to real-world Human Resources and Accounting work within a public utility environment. Under the guidance of the professional Human Resources and Accounting team, the Administration Intern will have the ability to demonstrate and refine their existing entry level Human Resources and Accounting skills. Assignments typically include assisting professional employees on specific projects as well as ongoing business operations.

### **Examples of Duties**

The ideal candidate is detail-oriented, eager to learn, and ready to take on administrative and professional office work. The work will consist of, but not limited to:

- Administrative duties such as scanning and organizing files for financial audits; scanning, saving and organizing electronic employment files in a specific and orderly manner.
- Assists with existing human resources processes and supports the implementation and rollout of new computerized HR applications for staff.
- Assists with HR and payroll processing, including report development and balancing entries for accuracy and compliance with generally accepted accounting principles.
- Assists in collecting and evaluating performance management data and supports documentation and recordkeeping related to grievance procedures, hearings, and labor negotiations.
- Collects and evaluates position-specific information for job description updates and assists with research related to salary and benefit determination and calculation.
- Assists with employee development activities, including preparing materials for presentations and supporting content management within the Learning Management System.
- May assist with planning and analysis activities preparation of statistical data.
- May assist in collecting and analyzing budgetary information and support the preparation of related reports and recommendations.
- Assists with preparing journal entries and posting and balancing ledger accounts; reviews entries for accuracy and compliance with generally accepted accounting principles, policies, and procedures; supports the research and compilation of accounting reports; and assists with vendor and W-9 setup and system organization.

### **Minimum Qualifications**

We are seeking an intern who has completed at least two (2) years of coursework toward or has earned an associate's degree in accounting, human resources and/or a related field by June 2026 and meets the following qualifications:

- Completion of coursework or relevant experience in human resources and/or accounting will be considered.
- Someone with general knowledge of basic principles and terminology related to the assigned work group and the professional discipline practiced such as accounting, human resources, finance or public administration.
- Ability to quickly learn the policies, procedures, and techniques relevant to the work assignment; follow oral and written directions; read and interpret technical materials including manuals, and specifications if assigned; keep accurate records; prepare clear and concise reports according to an established format; work cooperatively with others.
- Microsoft Excel – Intermediate level proficiency, including spreadsheet management
- Microsoft 365 and applications – Intermediate level proficiency with a focus on Word, Outlook, and Excel
- Adobe – Intermediate level proficiency

- Skills in: Making calculations, researching, organizing, interpreting and assembling data from a variety of sources and strong attention to detail and accuracy in tasks and reports.

## Supplemental Information

### OTHER REQUIREMENTS

Must possess physical characteristics to perform the critical and important duties of the job.

Must be willing to work overtime as needed.

### WORKING & PHYSICAL CONDITIONS

- Mobility and Dexterity - Duties may require maintaining a physical condition necessary for sitting, standing, squatting, or bending for prolonged periods of time.
- Lifting, Carrying, may require light and heavy lifting, pushing a dragging of equipment and supplies up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Vision: In all office environments utilizing a computer is required. Requires both near and far vision while making visual checks of work areas, files, reports and working on equipment, etc.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.
- Working Conditions: While most work will be in an office setting, visits to outdoor worksites will require an employee in this class to occasionally work outside and be subject to a variety of weather conditions, walking on uneven terrain, and working around vehicles in operation and around machinery with moving parts.
- Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation, absent undue hardship.
- Background Checks: The district may conduct a background check and a reference check on candidates prior to appointment to a position within this class.
- Independent Travel: Incumbents are required to travel independently, for example, to perform work at other work sites and/or to attend meetings with other District employees.
- Must possess a valid Class C, CA State driver's license and insurance, and a satisfactory driving record.

### How to Apply

**Open Date:** April 7, 2026

**Final Filing Deadline:** Open until May 5, 2026 or 100 applicants have been received. Interested candidates should apply online at [Governmentjobs.com](http://www.governmentjobs.com) on or before the final filing deadline.

Applications must be submitted through [Governmentjobs.com](http://www.governmentjobs.com).

**Please note:** Paper copies of applications are not accepted.

#### Employer

North Marin Water District

#### Address

Physical: 999 Rush Creek Place  
Mailing: PO BOX 146, Novato CA 94948  
Novato, California, 94945

#### Phone

415-761-8909  
415-897-4133 x09

#### Website

<http://www.nmwd.com>