



REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

FINANCE INTERN (Up to 19 hours per week)

Filing deadline 5:00 PM, Friday, December 14, 2018

Salary: \$14 per hour

The Regional Transportation Commission (RTC) is seeking a part-time (10-19 hours per week) Intern for the Finance department.

Under direction of the Procurement & Contracts Manager, the Finance Intern will be assigned moderate to complex project work including information systems, analysis and process mapping, data collection, data processing, analysis and technical support related to transportation, federal and local procurement regulations applications, funding, as well as to support in implementing public outreach efforts to encourage small and disadvantaged business participation in contracting. This may include preparation of meeting materials, meeting facilitation, other duties as assigned.

The ideal candidate will be a graduate or undergraduate student in procurement, budgeting, finance, computer sciences or a related field to apply critical and system thinking. Excellent written and verbal communication skills are required as well as critical thinking skills and an interest in transportation planning and implementation.

Interested individuals must complete an RTC Application and the Supplemental Question listed below. For applications, please visit our website www.rtcwashoe.com – click on About RTC and then “Careers” RTC.

Please submit applications and the supplemental question to Regional Transportation Commission/Human Resources Department, PO Box 30002 Reno, Nevada 89520; by faxing to (775) 348-3209; or by emailing jobs@rtcwashoe.com.
no later than **5:00 P.M Friday, December 14, 2018.**

Supplemental Questions:

1. Describe the reasons you are interested in this position and your qualifications.