

**The City of San Mateo invites applications for the position of
Financial Analyst Intern**

Salary: \$25.08 to \$30.02 per hour (Dependent on Qualifications)

Job Type: Internship (Per Diem)

Location: City of San Mateo City Hall
330 W 20th Ave, San Mateo, CA 94403

Hours: 20-40 hours per week/Flexible schedule

Application: An official City of San Mateo employment application **and** supplemental questionnaire are required.

THE POSITION: The Finance Department has an opportunity for a Financial Analyst intern. The Department is responsible for the overall financial management of the City. Our team of 18 employees provides services in the areas of Accounting and Financial Reporting, Budget, Treasury, Purchasing, and Payroll. The intern will work directly with the Deputy Director of Finance and have an opportunity to assist with different areas of Finance in support of the City's 11 Departments as well as the San Mateo Consolidated Fire Department.

MINIMUM QUALIFICATIONS:

- BA/BS Candidate
- Strong analytical and quantitative skills; effective written and oral communication
- Experience conducting research and data analyses and experience with Excel
- Able to work independently with direction from supervisor
- Interest in learning more about a career in local government

DUTIES: The primary projects will most likely include the following:

- Compile and analyze statistical data. Review data on Citywide revenues and expenses and make recommendations.
- Complete analysis on performance measures. Research performance measures best practices and work with staff to develop consistent and relevant performance measures for Department.
- Review and monitor contracts. Review Finance Department contracts and develop systems for tracking and monitoring contract compliance.
- In addition, the intern may work on a variety of other projects depending upon their time and interests.

Interview Process:

All applications will be reviewed for minimum qualifications. Highly qualified candidates will be contacted for an interview.

HOW TO APPLY: Interested candidates should submit an official City of San Mateo employment application **and** supplemental questionnaire by **March 16, 2026** on-line at www.calopps.org.

or

Submit an official City of San Mateo application **and** supplemental questionnaire by **March 16, 2026** to the City of San Mateo Human Resources Department, 330 W. 20th Avenue, San Mateo, CA 94403

SUPPLEMENTAL QUESTIONNAIRE:

Please submit a cover letter discussing your interest and experience as it relates to this internship.

For additional information, contact Abby Veeseer by e-mail at aveeseer@cityofsanmateo.org

The City of San Mateo is an equal employment opportunity employer.