



# Form 1: Internship Description

Office of Practice and Learning  
DSHS Internships

|  |   |                              |  |  |   |
|--|---|------------------------------|--|--|---|
| <b>Internship/Practicum Title</b>  |   |                              |  |  |   |
| Financial Analyst Internship – Remote  |   |                              |  | <b>Preceptor Name and Title:</b><br>Ann Duncan, CPA, MPA, CFE                          |   |
| <b>Brief Description</b><br>Include minimum of 3 learning objectives   |   |                              |  |  |   |
| This position will research regulations specific to the fiscal aspects of the sub-recipient grant monitoring program as it is implemented in the State of Texas. The information will be used to update and expand fiscal review policies, procedures, training materials and templates. |   |                              |  |  |   |
| <b>Semester:</b><br>Ongoing  | <b>Year:</b><br>2022                            | <b>Length:</b><br>1 Semester | <b>Total Weekly Hours:</b><br>20 – 30 hrs/wk | <b>Paid:</b><br><input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | <b>Travel Required?</b><br><input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No |
| <b>DSHS Division:</b><br>Program Operations  | <b>Program:</b><br>Fiscal Monitoring Unit (FMU) |                              | <b>Region:</b><br>Central Office             | <b>Internship Location:</b><br>Remote  |   |

**Population Focus:** DSHS employees

**Functional Focus:** Policy and Program Analysis and Development; Research, Fiscal Monitoring

**Dimensions of Public Health:** Fiscal monitoring of all grant-funded DSHS programs

**Internship Details**

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| <b>Intern Activities</b><br>What will the intern do during their internship? Use verbs to describe activities.   |
| <ul style="list-style-type: none"> <li>• Research federal and state fiscal requirements specific to grants such as program income, indirect costs and matching.</li> <li>• Synthesize federal and state regulations and requirements by assigned topics into specific training documents and presentations.</li> <li>• Develop training manuals for internal use by FMU staff.</li> <li>• Create Powerpoint presentations based on training manuals.</li> <li>• Participate in and assist with team meetings.</li> </ul> |
| <b>Intern Deliverables</b> (at least one)<br>What will the intern produce or complete at the end of the internship?  |
| Updated sections and/or appendices for the Unit's Policies and Procedures, training materials on specific topics and content for the unit's webpage.   |
| <b>Relevant Statutes or Policies</b><br>What statutes, laws, regulations, or policies are at the basis of the internship?  |

### Applicant Qualifications

|   |  |   |
|---|--|---|
| <b>Required</b>   | <b>Skill</b> (check all that apply)  | <b>Proficiency</b> (check one for each app.)  |
|   | <input checked="" type="checkbox"/> Microsoft Office:<br><input checked="" type="checkbox"/> Word<br><input checked="" type="checkbox"/> Excel<br><input checked="" type="checkbox"/> PowerPoint | <input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced<br><input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced<br><input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced |
|   | <b>Academic level and/or degree or field/discipline</b>  |   |
|   | Undergraduate or Graduate - Accounting, Finance or other related field.  |   |
| <b>Other required qualifications</b> (list below)   |  |   |
| <ul style="list-style-type: none"> <li>• Interest in grants and related financial principles</li> </ul>   |  |   |
| <b>Preferred</b>  | <b>Skill</b> (check all that apply)  | <b>Proficiency</b> (check one for each app.)  |
|   | <input checked="" type="checkbox"/> Microsoft Office:<br><input checked="" type="checkbox"/> Word, Excel, PowerPoint   | <input type="checkbox"/> Basic <input checked="" type="checkbox"/> Intermediate <input type="checkbox"/> Advanced   |
|   | <b>Academic level, degree and/or field</b>   |   |
|   | Graduate student or upper division undergraduate with 12 or more semester hours of accounting courses.   |   |
| <b>Other preferred qualifications</b> (list below)  |  |   |
| <ul style="list-style-type: none"> <li>• Interest in grants management concepts</li> <li>• Work experience in accounting</li> <li>• Previous research experience</li> </ul> |  |   |

### Application Instructions

Qualified and interested applicants must submit the following items to the contact below:

|  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> <b>Application</b> | <input type="checkbox"/> <b>Letter of Interest</b> | <input type="checkbox"/> <b>Two letters of recommendation</b><br>Instructions: 1 letter from current or former supervisor if applicable and/or 1 or both letters from faculty members (in lieu of reference checks). |
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### Contact Information

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| <b>Contact Name and Information</b> | Name: Olivia Harrell Title: Staff Services Officer<br>Email: olivia.harrell@dshs.texas.gov Phone: 512-776-6192 |
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