

LOCAL FINANCE COMMONWEALTH FELLOWSHIP



PROGRAM OVERVIEW

The Local Finance Commonwealth Fellowship, a collaborative program between the Division of Local Services (DLS) and Massachusetts' Community Colleges, will train and produce the next generation of qualified, diverse, and dedicated municipal officials for the Commonwealth's cities and towns. The Fellowship will prepare participants for employment in municipal finance offices, including accountant/auditor, collector, treasurer and budget management.

Tasks, functions and assignments performed by Local Finance Commonwealth Fellows may include:

- Budgeting/Capital Planning
- Payroll
- Cash & Debt Management
- Accounts Payable/End of Year Processing
- Property Tax Billing & Collection
- Cash & Receivables Reconciliation

FELLOWS RECEIVE

- 160 total hours of paid immersive Municipal Finance training with certificate of completion (June 2024)
- 160-hour paid internship placement over 5-10 weeks within municipal government partners on site at a city or townhall

ELIGIBILITY CRITERIA

The ideal candidate will be currently enrolled in an Associate Degree program in Business Administration or Accounting. Students who have taken accounting, economics, statistics, management, computer application (Excel, Word, PowerPoint) and finance courses are highly encouraged to apply. Candidates must have previous work experience, strong math, organization, written and verbal skills.

HOW TO APPLY

To apply, visit <https://webportalapp.com/appform/fellowship2024>

Applications will be evaluated on a rolling basis.

If accepted, fellows will be placed at a city or townhall.