



OFFICE OF INSTITUTIONS – BUSINESS OFFICE

What We Do:

The institutional business office performs the day-to-day financial services and oversees human resources operations of the correctional facility. The financial functions include, but are not limited to, administering the procurement functions and activities ensuring budget compliance, and providing accurate budgetary coding and projections. This position serves in an important accountability and advisory function to the institution's executive leadership. The business office is also responsible for the monitoring and compliance of human resource functions. Additional duties include oversight of the general services functions and responsibility for new general services initiatives.

What We're Looking For:

Students who have an interest in business administration, accounting, and/or human resources.

What You'll Do:

You will work closely with the Field Officer Manager managing a checkbook, reporting budget issues to management, ordering supplies through State of Florida approved procurement processes, and learning operational functions of a correctional institution. You will also gain an understanding of Human Resource functions such as discipline, FMLA, Workers Compensation, timekeeping, payroll, and various programs.

- Location: Statewide
- Work Hours: 10-15 hours per week
- Academic Terms: Fall 2021 and Spring 2022

To apply, click [here](#).

Have questions?
Contact the Internship Coordinator
at (850) 717-3924 or
HRAdmin@fdc.myflorida.com.