



210 Perry Highway  
Pittsburgh, Pennsylvania 15229

Administrative  
(412) 931-3292

Customer Service  
(412) 931-3500  
(412) 364-1257

Customer Information  
[www.westviewwater.org](http://www.westviewwater.org)



## Summer Employment Finance Intern

For more than 75 years, WVWA has delivered clean, safe water to residents and businesses in what is now a 100-square mile service area, which includes a large portion of Allegheny County and smaller portions of Beaver and Butler Counties.

During that time, the investments made by WVWA have supported economic growth and family-sustaining jobs throughout the region. The municipalities WVWA directly serves plus the eight other municipal systems WVWA supplies, provides water service to around 200,000 customers.

As a municipal utility, WVWA is a publicly owned, nonprofit organization, proud to put its customers and community first.

We invite you to learn more about us on our website [www.westviewwater.org](http://www.westviewwater.org).

### Job Summary

Assist with the Finance Department on projects such as scanning documents, setting up electronic files and folders and working with software integrations. This position will report to the Finance Manager and Controller and work at West View Water Authority's Administration Building at 210 Perry Highway, Pittsburgh, PA 15229. This is a full time (forty hour) summer position with a salary of \$15 per hour.

### Job Requirements

- Major in Finance, Human Resources or related field
- Proficiency with Excel & MS Office Suite
- Ability to work independently
- Good analytical, organizational and problem-solving skills
- Good communication skills
- A valid Driver's License