HONOLULU
Office of the
City Auditor

INTERNSHIP PROGRAM

The Office of the City Auditor for the City and County of Honolulu is seeking an intern who is either a Junior, Senior, Graduate Student, or recent graduate of programs related to Business Administration, Accounting, Auditing, Public Administration, Public Policy, Political Science, Economics, Urban Planning, Social Sciences, or related fields. This is a unique opportunity for students to expand their knowledge of city and county government.

The Office of the City Auditor will select an intern for the program who will assist audit staff with audit projects over the course of the fiscal year (subject to availability of funds). Interns must be willing to commit to a minimum of 12 hours per week. The intern's work schedule will be determined in consultation with the project's auditor-in-charge.

Pay Rate: $21.57 per hour

Applicants must meet the following requirements. The intern's responsibilities are listed below.

Requirements:

- Be available to work 12 to 19 hours a week (subject to availability of funds); flexible hours can be arranged around school schedule;
- Be able to work under the auditor-in-charge's supervision in the office, field or via telework as appropriate to the needs of the project.
- Be proficient in Microsoft Office programs (Word, Excel, Power Point) and familiar with Adobe software;
- Have an interest in or experience with statistical sampling and survey analysis methods;
- Be well-organized and attentive to accuracy and details;
- Must have excellent oral and written command of English;
- Be self-motivated and a self-starter with minimal guidance and direction;
- Be comfortable with interviewing department heads, working with department staff, and working in a team environment;
- Be able to provide a writing sample; and
- Provide a minimum of 3 academic and/or professional references and pass a background check.

Responsibilities:

- Interact with multiple levels of local government and interview department heads and their staff;
- Gather and analyze information about department operations to identify performance measures, potential audit issues, and related audit work;
- Review, analyze, and compile information, and prepare tables and charts, that allow objective evaluations of government performance and operations;
- Prepare written reports related to the audit project results;
- Communicate in writing and verbally the results of their analysis, conclusions, and findings to city managers; and
- Assist with administrative duties as assigned.

Application: (Apply by September 8, 2026)

To apply for the intern position, send an email to Jordan.alonzo@honolulu.gov and include a cover letter, resume, and a writing sample. The writing sample should demonstrate critical thinking and analysis, 10 pages max, excluding bibliography.

Or send a cover letter, your resume, and a writing sample to:

Mr. Jordan Alonzo
Office of the City Auditor
1001 Kamokila Blvd., Suite 216
Kapolei, HI 96707

For more information, call 808-768-3134 or visit www.honolulu.gov/auditor.
Resumes will be reviewed on a rolling basis. Only applicants who are contacted for interviews will be asked to provide three professional references. References will be contacted, and background checks completed before any offers will be extended.

An Equal Opportunity Employer