



TEXAS DEPARTMENT OF LICENSING & REGULATION
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PAID INTERNSHIP POSTING

Accounts Payable Intern Office of the Controller

Internship will be from June 1, 2026, to July 31, 2026

Students must apply through the [Texas Intern Network](#)

Posting: Accounts Payable Intern #0215-26

Salary: \$2,773.34 monthly

Opening Date: 02/23/26

Closing Date: 03/27/2026

The Office of the Controller manages the Texas Department of Licensing and Regulation's fiscal resources within state and federal requirements. The Accounts Payable section tracks expenses, monitors budget, ensures statutory compliance, provides quantitative financial information, organizes financial data and summarizes expenditure performance.

General Description

The Accounts Payable Intern is responsible to the Accounts Payable Manager. The Accounts Payable Intern's role is to assist in processing travel and/or standard vouchers, assist in maintaining, posting, and balancing accounting and financial ledgers, documents, or reports; and performing special projects. An ideal candidate will have a desire to learn specific detailed tasks while being curious and inquisitive about accounting for our agency.

Essential Job Functions

- Assist in processing travel and/or standard invoice vouchers.
- Assist in maintaining, posting, and balancing accounting and financial ledgers, records, documents, or reports.
- Assist in updating standard operating procedures.
- Research and make recommendations for updating data on the agency's intranet page for the Accounts Payable's Section utilizing information found on the Fiscal Management- Texas Comptroller of Public Accounts webpage.
- Special projects may include assisting in the development of a platform for payment data that accurately reflects TDLR's vendors/suppliers; assisting in creating and refining workflow processes; reviewing TDLR's past financial audit and making recommendations for improvement, specifically prompt payment; and/or assisting in the review and streamlining of existing digital items not in the Centralized Accounting & Payroll/Personnel System and the Uniform Statewide Accounting System for Accounts Payable.
- Attends related training activities to stay abreast of current procedures, rules and regulations that impact financial services.
- Attends professional development and career readiness programs facilitated by the Human Resources and Organization Support division.
- Demonstrates a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other members of the staff and team, while upholding the agency's core values.
- Keeps management appropriately informed of ongoing activities and critical matters affecting the operations and well-being of the programs and the Department.
- Adheres to all Department procedures and personnel policies and performs other related work as assigned.

Required Qualifications:

Currently enrolled as an undergraduate in an accredited college or university with major coursework in accounting, finance, business administration or a related field. Undergraduate applicants must have a minimum of 12 semester hours

earned at time the intern application is submitted. Applicants must have an overall grade point average (GPA) of 2.5 or higher on a 4.0 grade point scale OR "Pass" on a Pass/Fail system.

Applicants must have completed the TXWORKS Student Eligibility Form and submit letter of eligibility and college transcript with internship application. Applicants must also submit a current resume along with their application.

Applicants must be undergraduate students for the entirety of the internship period June 1, 2026- July 31, 2026.

Military Occupation Specialty Code:

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 15P- Aviation Operations Specialist, LS- Logistics Specialist, YN- Yeoman, 0100 Basic Admin. Marine, 01- Manpower and Administration or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Knowledge, Skills, and Abilities:

Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records and automated accounting system; and, of state laws and regulations relevant to agency accounting practices.

Skill in working in the Office 365 suite programs, such as Outlook, Teams, Word, PowerPoint, etc.

Ability to learn Financial Services activities; to establish goals and objectives; and, to devise solutions to administrative problems. Ability to interpret and apply laws and regulations, including state prompt payment and payment scheduling laws, guidelines, and state travel rules and regulations. Ability to communicate effectively; and, to provide friendly, caring service to citizens and agency employees.

How to apply:

To apply for an Internship Position with TDLR, complete your profile at [Texas Intern Network](#).

The following items must be uploaded and included with your submission:

1. Current resume
2. Transcripts (official or unofficial)
3. [TxWorks](#) Letter of Eligibility

Incomplete applications may be rejected.

TDLR is not considering applications from individuals who require sponsorship for an employment visa, including those currently on student or postgraduate visas. All candidates must be approved to work in the United States by E-Verify and must present the needed documentation upon request.

TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact TDLR Human Resources at 512-463-7184. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.