

ABSTRACT

Aliya Ananda Putri (2020021054)

PROFESSIONAL WORK ACTIVITIES IN ADMINISTRATION AND ACCOUNTING AT THE TANGERANG CITY GOVERNMENT CENTER

Professional Work is an activity carried out by students in the form of an internship or observation at a company or government agency in a guided and focused manner as a graduation requirement. In this Professional Work activity, the practitioner is placed in the Tangerang City Government which is located in Tangerang City, the Professional Work Period is carried out by the practitioner lasts for 3 months 3 weeks or 400 hours, starting from June 26 2023 to October 6 2023. Practitioners apply for an internship with the Tangerang City Government at the Regional Financial Management Agency (BPKD) precisely in the administration and accounting section according to the concentration they have chosen . The aim of this activity is to provide opportunities for students to have experience in the world of work and as a means to implement the experience they have gained while studying. In this field, internship students input data on Fund Disbursement Orders (SP2D), Tangerang City regional tax devolution data, archive Funds Disbursement Order (SP2D) and Deposit Certificates (STS) files every month.

Keywords: Professional Work, Administration and Accounting, Tangerang City Government