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## **Accounts Payable Analyst Internship**

### **College to County Intern 2023**

**Pay Rate:** \$24 per hour

**Job Type:** Temporary College Intern

**Duration:** Summer 2023

**Hours:** 40 hours a week, Monday through Friday

**Telework:** Eligible for a hybrid work schedule; a mix of office and telework

**Building Physical Location:** 501 SE Hawthorne Blvd. Suite 325, Portland OR 97214

**Does This Position Require Driving a County Vehicle? If so, please explain why and frequency - No**

### **About Central Accounts Payable**

Central Accounts Payable (AP) plays a critical role in the County's support to the community by ensuring that payments are completed timely and accurately. Many of these payments go to local organizations that are providing services to our most vulnerable residents. AP processes approximately 140,000 vendor invoice payments and refunds annually, provides customer services to the departments, provides expert support in payment processing, travel and training, procurement card administration, auditing, maintaining data integrity and support master file management. Additionally AP provides leadership and support to the creation, revision and application of the County's Administrative and Financial Procedures. And to help promote the success of County operations through continuous process improvement leveraging technology to evolve the AP function from a paper intensive payment process to a more sustainable electronic payment system.

### **Internship Description & Responsibilities:**

Multnomah County Central Accounts Payable functions as a unit of the Department of County Management and is responsible to meet all the payment needs of the County. The unit is comprised of seven staff members servicing the payment needs of all departments which are processed via seven different payment methods. The intern will work with the Accounts Payable manager to understand AP function at the enterprise level. In addition to learning about the AP function, the intern will have the opportunity to learn about other career path options in the area of government finance operations. The intern will assist the AP manager in reviewing financial administrative rules and procedures documents and help with planning the updates on documents and on the County's internal website (Multco Commons). Most of the changes over the last few years have been due to the ERP conversion project and impact of Pandemic. The intern will work closely with the AP team members to understand the AP workflow and how the goals of servicing the needs of communities and business partners are met. The intern will also assist with reviewing AP related training materials and help plan updates, along with creating AP related reports from our ERP System (Workday).

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Internship duties include;

- Understanding the role of central accounts payable and the services it provides to the internal and external customers
- Review and understand accounts payable related financial administrative rules and assist the AP manager plan updates (FIN-1, FIN-2, FIN-3, FIN-4, FIN-5, FIN-14, FIN-16, FIN-20, CON-1 etc)
- Review and understand Multco internal website Commons AP page (Intranet) and assist the AP manager plan updates (Forms, Contacts, Travel & Mileage, Petty Cash, Purchasing & Travel Cards, FAQs, AP Procedures etc)
- Review AP related training materials and assist the AP manager plan updates
- ERP system (Workday) supplier database reports – support optimization plans and audit planning assignments

### **Learning Outcomes:**

- Understand Multnomah County's account payable unit and its functions at the enterprise level
- Understand Multnomah County's accounts payable payment methods
- Understand financial policies and administrative procedures that govern the countywide account payables operation

### **Education and Minimum Qualifications:**

- Candidates completed or enrolled in a college/university academic institution.
- Background with finance and accounting courses
- Ability to communicate professionally
- Ability to read and comprehend financial policy and administrative procedure documents
- Working knowledge of google applications (Docs, Drive, Slides, Forms etc), Word, PDF
- Ability to work independently with minimal supervision as well as the ability to collaborate within a team environment
- Ability to manage one's own time to accomplish tasks to meet expectations
- Ability to promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values

### **Workforce Equity:**

Our Commitment to Safety, Trust and Belonging: Multnomah County is committed to developing, nurturing and continually improving workforce equity by identifying and addressing the structural and policy barriers to equal employment opportunity faced by our employees and communities. Learn more by reading our [Workforce Equity Strategic Plan](#) and exploring our [Core Competencies](#) for all County employees.

**COVID-19 Vaccination Requirement:** To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exception as a qualification of employment.

The rule applies to all employees, as allowable by law. Candidates who receive an offer of County employment must provide proof of vaccination upon hire or submit an exception request prior to their start date.

**Veterans' Preference:**

Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications.

**Accommodation under the Americans with Disabilities Act:** We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

**Application Instructions:**

Please fill out and submit an application for this position through the form also located on this [website](#). The deadline for submitting an online application is April 2, 2023.

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