

## **DCA Finance Internship**

### **College to County Intern 2023 – DCA Business Services**

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

**Job Type:** Temporary College Intern

**Duration:** Summer 2023 - 12 weeks

**Hours:** 20 - 40 hours a week

**Telework:** *Hybrid, 3-4 days onsite to start*

**Building Physical Location:** *Multnomah Building*

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#### **What Does DCA Finance Do?**

The DCA finance team is tasked with delivering expert accounting and financial management, data analysis and evaluation, and grant management services across the department.

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

Financial and administrative support to all programs within the Department of County Assets which may include...

- Supporting or processing payments for other DCA Divisions, and Non-Departmental units
- Performing credit card reconciliations,
- Assisting with Travel related duties,
- Assisting with Accounts Receivable transactions,
- Developing process documentation and process mapping,
- Assisting with audit responses, and completing fiscal projects as assigned.

#### **Learning Outcomes:**

- Analyzing work processes
- Identifying process improvement opportunities
- Understanding vendor payment process

**Education and Minimum Qualifications:**

- Candidates should have 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
- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#))

**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.

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.