**ODE College to County Mentorship Program**

**SEASONAL TEMP POSITION:** June through September 2018

**SALARY:** $19.15 per hour (20-40 hours per week, Monday-Friday)

**LOCATION:** Multnomah Building (501 SE Hawthorne Blvd., Portland, OR 97214)

***Department solicitation and Department or Division description:***

The Division of Assessment, Recording and Taxation is seeking qualified candidates for a temporary position in the **Tax Accounting Section**. The Tax Accounting Program provides technical accounting expertise and audits of property tax collections. We work closely with the counties finance staff to process, reconcile and audit transactions processed in the property tax system and in the finance enterprise system. Our staff is involved in the implementation of a new collection system for property taxes and enterprise wide finance system. You would have a chance to learn about our property tax laws, collection processes and work with our unit processing roll corrections, refunds and financial transactions and reporting. You will also learn how we provide guidance to our taxpayers on property tax collection issues. You will also learn how our property taxes support our local districts such cities, schools and county programs from appraisal, collection and distribution processes.

Vision Statement:

The Division of Assessment, Recording & Taxation (DART) strives to be viewed as a well-managed, professional organization by which all other Assessment & Taxation organizations may be measured, while being recognized for providing the highest possible quality of services; meeting its mandated responsibilities; exercising conscientious stewardship of public resources, by using efficient business practices and innovative technology; actively partnering with internal and external customers and stakeholders; and valuing and respecting its diverse workforce and providing opportunities for development and professional growth, in a safe and positive work environment.

Mission Statement:

To serve the public by carrying out all mandated functions with integrity, accountability, excellent customer service, accuracy and effectiveness, while strategically and prudently managing public resources.

***Job Task Description:***

This position will work with our Tax Accounting team in completing various projects utilizing our property tax system, finance system and other technologies. Projects may include: documentation, design and processing of financial transactions in our collection and enterprise wide finance system using a variety of Office, Google and other data tools. All tasks will be performed under the close guidance of a mentor.

***Knowledge/Skills/Abilities Required:***

* Knowledge of basic computer and software applications such as word processing, email, and spreadsheets.
* Knowledge of financial transactions and internal controls related to these transactions.
* Advance level coursework in Business Administration, Accounting, Finance or related field.
* Knowledge of diversity, equity and inclusion; and experience working with a diverse workforce.
* Ability to excel in a detail-oriented environment with a high level of accuracy.
* Ability to work in a team environment.
* Willingness to take on challenging projects.
* A willingness to work with a diverse group of customers and staff in order to build skills to solve complex problems.
* Ability to establish and maintain effective working relationships.
* Successful applicant must be able to work independently on projects and understand and carry out oral and written instructions.

**Veterans’ Preference:** Under Oregon Law, qualifying veterans may apply for veterans’ preference for this recruitment. Review our [veterans’ preference website](http://multco.us/jobs/veterans-preference-information-and-instructions) 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 in the box below.  Clearly explain how those skills and/or qualifications apply.

**Application Instructions:**

Please fill out and submit an application for this position through the form also located at this website: <https://multco.us/diversity-equity/college-county-mentorship-program>

The deadline for submitting online application is March 31,2018.