

## College to County Intern 2021 - Department of County Management

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**TEMP COLLEGE INTERN:** Summer 2021

**SALARY:** \$20.00/hour. (40 hours per week, Monday-Friday)

**LOCATION:** Telework/Multnomah Bldg: 501 SE Hawthorne Blvd. Portland, OR 97214

### **Department Description:**

*The Department of County Management (DCM) provides the corporate level management of the County's administrative infrastructure. DCM's central function is to support the County, its Departments and Agencies to serve the people who live, work and do business in the County. Examples of DCM work include paying the county's bills, setting countywide corporate policies that protect and safeguard its assets and funds, managing and training the County's workforce, developing and implementing policies and programs for effective HR management, administering property taxes, and creating the budget. Additionally, DCM supports the Chair and elected officials by providing strategic leadership and objective policy analysis.*

### **Office Description:**

DCM Business Services team provides administrative and business support to the Department through sound, accurate and transparent financial management. Among staff responsibilities are budget development, analysis and monitoring; grants management; accounts receivable; accounts payable; travel & training coordination; general ledger accounting, reporting and financial reconciliations; purchasing and contracts management.

### **Job Task Description:**

The Business Services Program is seeking a value-driven team player to fill the position of Finance Intern. This internship provides an excellent opportunity for an individual interested in enhancing their knowledge and experience in Finance, Accounting, and office clerical functions. Through mentorship and under general supervision, the successful candidate will be responsible to complete specific projects and a variety of on-going assignments to help develop their knowledge and skills.

Some of the various projects and responsibilities may include:

- Assist in a project with Finance Managers across multiple County departments to develop a proposal for cross-departmental finance resource sharing
- Gathering finance position and business operations information through informational interviews across multiple Department Finance and Business Services programs
- Gathering information from workgroups in the County with an [Equity and Inclusion lens](#)

- Conducting research on industry standards and best practices and/or summarize research findings as they relate to the department's services
- Review and update various Finance procedures and policies, including internal controls and business processes
- Shadow department leaders and other Finance staff, including attending meetings and other events

### **Ideal skills and characteristics**

- Some completed coursework leading to an undergraduate degree, with a major in Finance, Accounting, Business Administration is desired (but not required).
- Desktop software such as Microsoft Word, Excel, and PowerPoint.
- Records management principles and practices.
- Computer applications related to the work.

### **Ability to:**

- Communicate effectively, orally, in writing, and work cooperatively with a variety of County staff.
- Creative thinking, including looking at issues from a different perspective, identifying connections, and developing new approaches to solving problems.
- Interest in Interpreting and applying administrative and departmental policies and procedures.
- Work independently with minimal supervision as well as the ability to collaborate within a team environment.
- Strong written communication skills.
- Strong verbal communication skills, both listening and speaking. Willing to ask questions.
- Ability to communicate with diverse audiences using methods such as slide presentations, charts/graphs, or images.
- Good organizational and time management skills. Must be action-oriented and able to complete projects within a timely manner and attend all necessary meetings.
- Interest in learning more about public administration.
- Desire to take an equity-focused approach to create an environment of [safety, trust, and belonging](#) for staff and community members from diverse backgrounds. Will have the opportunity to learn about equity and inclusion in public service work.
- Experience or interest in conducting survey research, including designing and analyzing surveys.
- Working knowledge of Google applications (Docs, Drive, Slides, Forms, etc.).
- Ability to maintain confidentiality regarding County projects and data.
- Two or more years of college experience at the start of the internship.

**Special Preferences:**

- 10-key skills are highly desirable
- Ability to both follow directions and work independently
- Customer Service experience is a plus
- Multi-line phone experience is a plus
- Experience working in a changing environment is a plus

***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 4th, 2021.