

DCM Finance County Treasury Internship

College to County Internship 2025 - DCM Treasury

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2025 - Starting in June - 12 weeks

Hours: 30 - 40 hours a week

Telework: Hybrid Telework

Building Physical Location: Multnomah Building - 501 SE Hawthorne Blvd, Portland OR 97214

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

TriMet Passes are available if transportation to County facilities is required.

Eligibility requirements and more details found on our [College to County website](#).

What Does County Treasury Do?

Treasury is responsible for managing and supporting various County Treasury functions including banking/merchant services, cash handling, cash planning, accounts receivable, debt payments, deposit reconciliations, excise tax management, investments, and compliance with County Administrative Procedures.

Internship Description & Responsibilities:

The intern will work with the Treasury Supervisor and Treasury team to understand the Treasury function at the enterprise level, impact of the work, and help provide customer service to internal/external stakeholders. In addition to learning about Treasury, the intern will have the opportunity to

learn about other career path options in the area of government finance operations.

Internship duties include:

- Understand the role of Treasury and the services it provides to the County's internal and external customers.
- Review and understand Treasury-related financial administrative rules and assist the Treasury Supervisor to plan updates (FIN-5, FIN-6, FIN-19, etc.)
- Assist with Accounts Receivable support to internal stakeholder requests.
- Develop process documentation and process mapping, suggest process improvements.
- Review audit and/or reconciliation requests, provide support documentation as needed.

Learning Outcomes:

- Understand Multnomah County's Treasury unit and the relationship to Central Finance, Countywide operations, and impact to the community.
- Analysis of the various methods of incoming Accounts Receivable transactions - how funds flow through the County and are reconciled.
- Understand financial policies and administrative procedures that govern the countywide accounts receivable functions.

Minimum Qualifications and Education :

- Candidates should have completed within one year or enrolled in a college/university academic institution. College to County Program [Eligibility Website](#)

- Background with finance and/or accounting courses
- Ability to work independently with minimal supervision as well as the ability to collaborate within a team environment
- Ability to communicate professionally via phone, email, or in person
- 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.

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 located on this [website](#). The deadline for submitting an online application is April 15th, 9:00 am PST, 2025.