



MCDA Finance Unit Internship

College to County Intern 2025 -Multnomah County District Attorney

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: Summer 2025 - Starting in June - 12 weeks

Hours: 20 - 40 hours a week

Telework: In person only, with the potential to hybrid

Building Physical Location: Multnomah County Central Courthouse,
1200 SW 1st Ave., Suite 5200, Portland, OR 97204

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

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 MCDA Finance Unit Do?

The MCDA Finance Unit provides all support for the Multnomah County District Attorney's Office (MCDA) related to finance, purchasing, travel and training, budget preparation, fiscal reports, grant reporting and monitoring, and research/evaluation.

Internship Description & Responsibilities:

- *Support Fiscal staff with customer service coverage with petty cash reimbursement, cash equivalents, and p-card requests*
- *Support Fiscal Staff with standard general ledger duties including journal entries and account reconciliations.*
- *Perform various ad hoc analyzes to assist leadership with informed decision making*



- *Support Office with digital recordation with case management system.*
- *Participating in intern cohort meetings, trainings and job shadowing*
- *Other duties and special projects as assigned*

Learning Outcomes:

- *Experience working in Public Safety and Local Government setting*
- *Develop information processing skills*
- *Develop communication skills with asserting their own opinions and expressing ideas and concepts clearly*

Education and Minimum Qualifications:

- Candidates should have completed or enrolled in a college/university academic institution.
- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#))
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- Familiarity with Google Suite (e.g., Gmail, Calendar, Meet, Drive, Docs, Sheets, and Slides), Excel, Word, and PowerPoint
- Ability to both follow directions and work independently
- Ability to be discreet with information and keep confidentiality

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.