



Department of County Management

Budget Office

ODE College to County Internship Program

SEASONAL INTERNSHIP: June through September 2019

SALARY: \$18-\$20 per hour (30-40 hours per week, Monday-Friday)

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

The Multnomah County Budget Office is offering an internship for a college student to experience the work of the Budget Office by working on various projects and tasks, such as policy analysis, financial reporting, expenditure & revenue monitoring, labor cost projections, and/or document production.

The Budget Office: The Budget Office plans, coordinates, and prepares the annual County budget. It prepares financial forecasts, budget projections, and ad hoc analyses for County decision-makers, as well as monthly expenditure and revenue monitoring reports. Budget Office staff serve on Countywide task forces related to budget, finance, and other fiscal matters. Staff identify and resolve financial problems and maintain and train County staff on budgeting and financial software. The Budget Office partners with Labor Relations in collective bargaining research, analysis, and in preparing labor cost projections.

Tasks and Job Description: The tasks and projects assigned will depend on the candidate's experience, education, and interest and may include:

- Assisting with policy and operational analyses.
- Preparing budget to actual reports.
- Monitoring expenditures and revenues and reviewing underlying cost or revenue drivers.
- Assisting with preparation of reports, memos, and graphical explanations.
- Assisting with the preparation of budget-system training materials and trainings.
- Collecting or extracting data from IT systems and then preparing non-financial data for use in analyses.
- Assisting with labor costing.

Knowledge/Skills/Abilities Required:

- Curious, analytical, and be able to think critically.
- Basic knowledge of Excel or Google products.
- Familiarity with databases and/or analytical software is a plus.
- Working knowledge of Business math and Business English, including grammar, spelling, punctuation and word usage.
- Ability to work cooperatively and develop effective working relationships with diverse work groups.
- Course work in finance, economics, statistics, public administration, policy analyses, political science, or computer sciences would be useful, but not required.
- Ability to both follow directions and work independently.
- Ability and desire to learn office procedures and practices.

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 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, 2019.