

ODE College to County Mentorship Program
Department of County Assets
DCA Administrative Hub - Finance
SEASONAL TEMP POSITION: June through September
SALARY: \$15.00 hr. (20 – 40 hours per week, Monday – Friday)
LOCATION: 501 SE Hawthorne Blvd., Portland, OR 97214

Department solicitation and Department or Division description:

The Department of County Assets provides Multnomah county staff the tools, technology, and space they need to serve the residents of Multnomah county. We manage computer systems and software, buildings and property, mobile devices and telephones, a fleet of vehicles, and archives. In short, we serve the people who serve the people.

DCA Finance Description: The Finance group in the DCA's Administrative Hub performs the accounting functions for the DCA and non-departmental offices. These functions include processing expense and revenue transactions, managing procurement cards, grant accounting, travel arranging and reconciliation, capital asset tracking and reporting, and GAAP, GASB, and fiscal policy awareness and compliance.

DCA Finance Strategic and Operational Goals: DCA Finance delivers professional fiscal and administrative support services by understanding the needs, values, and goals of the programs we support while ensuring compliance with applicable rules, laws, policies, and administrative procedures.

Job Task Description:

This position will perform a variety of specialized, technical accounting, and general office support in the preparation, review, and maintenance of financial records.

- Provide technical support to various fiscal work units including accounts payable and accounts receivable
- Perform routine account reconciliation
- Evaluate records, reports, and accounting documents for accuracy; trace research, and investigate transactions to resolve questionable data and take corrective action.
- Compile, record, and summarize fiscal data; create correspondence and related documents; post, adjust, and reconcile designated accounts and balances
- Provide information and assistance to other work units

Knowledge/Skills/Abilities:

- Knowledge of the principles and practices of basic accounting
- Knowledge of procedures, methods, and technology used in financial transactions
- Skill in preparing and maintaining accurate reports and records, including spreadsheets
- Skill in making mathematical calculations quickly and accurately
- Ability to operate calculator, PC and 10 key, accounting related software, data processing applications, and financial reporting systems
- Ability to communicate clearly and effectively, both verbally and in writing

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 link provided by your program coordinator. The deadline for submitting online application is April 3, 2018 at 12:00 AM.