



Finance Internship

College to County Intern 2022 - Department of County Management Business Services

Pay Rate: \$20 per hour

Job Type: Temporary College Intern

Duration: Summer 2022

Hours: 30 - 40 hours a week

Telework: *Hybrid*

Physical Location: 501 SE Hawthorne Blvd, Suite 200, Portland OR

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

What Does DCM Business Services Do?

The Department of County Management (DCM) includes the Chief Operating Officer, and 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 that fund the local community and creating the budget. Additionally, DCM supports the Chair and elected officials by providing strategic leadership and objective policy analysis.

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

Internship 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.

Responsibilities and Opportunities include:

- *Learn about key finance, budget and contracts functions and how these are carried out in Business Services operations, to support the work of the Department, and how the work connects to departments countywide who serve the people in our community.*
- *Develop an interactive, dynamic Business Process “manual”, to capture and document key finance, budget and contracts functions performed by Business Services. Identify, capture and connect related policies and practices to the business processes; Create a shared space for the business process manual, and include some visualizations (diagrams / pictures / images) and/or interactive features.*
- *Develop workflow diagrams of Business Services work and identify the connections to our partners at the County (people, specific programs or customers); Identify impacts for unique “what if” scenarios, or when processes are affected by others; Identify what works well or where there are potential challenges or pain points.*
- *Connect with other Business Services teams across the County departments, gather information, discover and document similarities and differences in business processes, workflows and best practices; Use information to perform analysis, that may inform and identify potential process improvements or efficiencies. Research best practices and governmental standards related to business processes.*
- *Document, capture and create visual diagrams for DCM revenue streams, sources and type, allowable uses, and connections to business functions and transactions*
- *Explore and identify, through guided interactions and interviews, where diversity, equity and inclusion can be applied to business processes that support Multnomah County’s values and goals.*

Education and Experience Qualifications:

- 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.



- Computer applications related to the work, such as visualization software (such as Tableau, etc.)
- Working knowledge of Google applications (Docs, Drive, Slides, Forms, etc.).
- 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.
- Records management principles and practices
- 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.
- Ability to maintain confidentiality regarding County projects and data.
- Two or more years of college experience at the start of the internship
- Experience working in a changing environment a plus

COVID-19 Vaccination Requirement: To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exception as a qualification of employment.

The rule applies to all employees, as allowable by law. Candidates who receive an offer of County employment must provide proof of vaccination upon hire or submit an exception request prior to their start date.

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 3, 2022.