

# Accounts Payable Intern

College to County Intern 2021

*Financial and Business Management Division*

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**SEASONAL TEMP POSITION:** June through September

**SALARY:** \$15.00 hr. (40 hours per week, Monday-Friday)

**LOCATION:** Gladys McCoy Building, 619 NW 6th Avenue, Portland, OR 97209<sup>1</sup>

**Vision:** *Thriving communities that nurture the health and resilience of all*

**Mission:** *We work with communities to advance health equity, protect the most vulnerable, and promote health and wellness for everyone*

## **Division Description**

The Financial and Business Management Division manages the accounting, budgeting, contracting, financial management, and procurement functions specific to the Health Department.

The division is responsible for:

- Accounts receivable, billing, and collection services
- Departmental financial reporting
- Departmental budget development
- Financial and operational data analytics & reporting
- All contracts, intergovernmental agreements, and professional service agreements
- Accounts payable
- Purchasing
- Travel and training services

The division is committed to creating [safety, trust and belonging](#). Our program, policy, budget and staffing decisions will be rooted in equity and aligned with the department's values of leading with race, dismantling white supremacy and ending racial injustice.

## **Job Description**

The Financial and Business Management Division is seeking a value-driven team player to fill the position of Accounts Payable Intern. This internship provides an excellent opportunity for an individual interested in enhancing their knowledge and experience in Governmental Accounting by following accounting standards set forth by the Governmental Accounting Standards Board (GASB) for state and local levels. Through mentorship and

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<sup>1</sup> Due to COVID-19 safety concerns, the intern will likely work remotely.

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. Some of the various projects and responsibilities may include:

- Preparing and maintaining Accounts Payable (AP) electronic file and folder structure and archiving for audit readiness
- Reviewing and redacting information in financial documents (including invoices, etc.)
- Coordinating communication between AP unit and service program staff to verify cost objects, etc.
- Participating in intern cohort meetings, trainings and job shadowing opportunities
- Other duties as assigned.

### **Knowledge/Skills/Abilities**

This position will offer the successful candidate an opportunity to learn, practice and improve the following knowledge, skills and abilities.

#### **Knowledge**

- Desktop software such as Microsoft Word, Excel, and PowerPoint.
- Financial management software such as Workday
- Records management principles and practices.
- Accounting policies and best practices
- Governmental accounting (Governmental Accounting Standards)

#### **Skills & Abilities**

- Participate in a workforce committed to equity and inclusion and leading with race.
- Communicate effectively, orally and in writing, and work cooperatively with a variety of County staff.
- Perform analytical work and prepare clear and concise reports.
- Plan, develop, review and complete projects in a timely manner.
- Interpret and apply administrative and departmental policies and procedures.
- Demonstrate customer service practices including communicating in a positive manner, using plain language, and being person-centered and culturally responsive.
- Understand and apply basic accounting principles relating to accounts payable including payment reconciliation and account code structure.

**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 at this [website](#). The deadline for the application is April 4th, 2021.