



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
12/3/13

Agency: Oregon Department of Corrections

Facility: Snake River Correctional Institution

New Revised

This position is:

- Classified
- Unclassified
 - Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Accounting Tech 3</u>	b. Classification No: <u>C0212</u>
c. Effective Date: <u>7/1/89</u>	d. Position No: <u>8900342</u>
e. Working Title: <u>Accounting Tech 3</u>	f. Agency No: <u>29100</u>
g. Section Title: <u>Fiscal Services-Business Svcs.</u>	h. Budget Auth No: <u>000104780</u>
i. Employee Name: <u>VACANT</u>	j. Repr. Code: <u>AAON</u>
k. Work Location (City – County): <u>Ontario/Malheur</u>	
l. Supervisor Name (Optional): <u>Dawn Wagner</u>	

m. Position:	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Limited Duration	<input type="checkbox"/> Academic Year
	<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Intermittent	<input type="checkbox"/> Job Share

n. FLSA:	<input type="checkbox"/> Exempt	If Exempt:	<input type="checkbox"/> Executive	o. Eligible for Overtime:	<input checked="" type="checkbox"/> Yes
	<input checked="" type="checkbox"/> Non-Exempt		<input type="checkbox"/> Professional		<input type="checkbox"/> No
			<input type="checkbox"/> Administrative		

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The mission of the Oregon Department of Corrections is to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior. The Department's budget consists of Biennial, General Fund, Other Funds, and Federal Funds.

Business & Finance Division provides centralized support to all levels of the Department through Fiscal Services, Budget, New Construction, Facilities Services, and Community Development. Fiscal Services provides a wide variety of services to all levels of the Department through AFAMIS Support, Central Accounting, Payroll, Central Trust (Inmate Accounts), Purchasing, Contracts, Property Control, Central Distribution Center, Coffee Creek Correctional Facility Business/Warehouse Operations, and Eastern Oregon (SRCI, EOCI, TRCI) Business and Warehouse Operations.

The position exists within the Department of Corrections, Fiscal Services, Snake River Correctional Institution located in Ontario, Oregon. It is an essential function within the overall requirements of the Department's Fiscal operations.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

The purpose of this job/position is to provide accounting, technical, and confidential service/support for the Business Services section of Snake River Correctional Institution. The Business Services section includes, the Business Office, Warehouse, Property Control, Inmate Trust Accounts, and Purchasing. This position reports directly to the Business Services Manager providing him/her a wide variety of accounting duties. This position will require a comprehensive knowledge of DOC and State of Oregon Rules, Policy, Procedures, AFAMIS, DOC 400, generally accepted accounting rules and computerized word processing/spreadsheets.

SECTION 3. DESCRIPTION OF DUTIES

The employee in this position is expected to recognize their responsibility to act ethically at all times in accordance with the very highest standards of integrity.

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.

The incumbent is expected to perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations; develop good working relationships with division and agency staff and supervisors through active participation in cross-divisional group projects and in identifying and resolving problems in a constructive, collaborative manner; demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance, and contribute to a positive, respectful and productive work atmosphere.

The Oregon Accountability Model (OAM) depends upon a team approach to custody with security-series personnel and non-security personnel communicating effectively to maintain safe, secure, and sanitary correctional environments while preparing inmates for successful reentry into the community. The vast majority of ODOC inmates will return to Oregon communities. Enhanced public safety, lower crime rates, and reduced recidivism can all be tied directly to attitudes and actions of correctional staff who must effectively apply ODOC rules and transition initiatives in their daily interaction with inmates. All staff are expected to model pro-social behaviors; reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of the OAM.

Correctional Case Management (CCM), the critical next step toward implementation of the Oregon Accountability Model, is a proactive, collaborative, multi-disciplinary process. The CCM process unifies procedures and personnel to balance departmental resources and an inmate's needs throughout his/her incarceration and community supervision.

All Department of Corrections employees have a valuable role in the delivery of multi-disciplinary services. Despite differences in their training, culture, and job specific mission, they all have some common goals. When all DOC staff share appropriate information and assist in the case planning of inmates, both the quality of change and the safety of the correctional environment improve. Mutual respect, proper orientation and training, and ongoing communication and cooperation provide the foundation of correctional case management. All employees are expected to follow CCM principles and practices.

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
20%	N	E	<p>Accounting: Acts as liaison/contact between Accounting staff, SRCI staff, Warehouse staff, and vendors to assist with bill payments. Processes invoices by reviewing, checking, and obtaining necessary approvals, checking form for proper account coding, typing cover memo as needed and forwarding invoices to Central Accounting for payment. Communicates with vendors and Accounting staff as needed when there is a problem with orders placed or billing problems by researching and analyzing to come to a resolution. Prepares all Journal Entries and Invoicing for SRCI and forwards to Accounting for processing. Coordinate and gather year end and biennium end accounting information.</p>
20%	N	E	<p>Inmate Trust Accounts: Acts as contact between Central Trust and SRCI regarding inmate accounts and inmate welfare fund. Maintain all records relative to inmate accounts, including requests for withdrawal or transfer of funds for all SRCI inmates. Investigate, verify, and approve CD28 check requests for accuracy and adherence to DOC rules. Reviews CD28s for complete and accurate information (Dollar amount, purpose, inmate SID #, inmate signature, and authorized staff signature). Answers questions, advises, and instructs staff, inmates, and the public on policies and procedures relating to inmate accounts. Responds to inmate inquiries or grievances regarding account balances, status of accounts and other account transactions. Analyzes and checks accounts to determine validity of complaints and compose response based on information from accounts. Oversee receipts of all monies received at the institution on behalf of inmates through Receiving and Release. Oversee receipts of all cash received and confiscated through the mail room. Codes all receipts for deposit and disbursement into the deposits. Oversee balancing and preparation of bank deposits.</p> <p>Meal Tickets – Oversee and supervise all processes of handling meal tickets as follows: secures and maintains accounting of all meal tickets disbursed and used at SRCI, i.e., monies received, records, reports, etc., in connection with sales. Balance of cash drawers, preparation and bank deposits of sales.</p> <p>Payroll Distribution – Receive staff payroll checks and check stubs for 1st of month and 15th of month payrolls. Paychecks and Paystubs are secured,</p>

			<p>processed and distributed per policy and procedure. Answer staff questions regarding payroll distribution processes. Obtain required documentation for release of checks as needed. Direct staff to payroll technicians as needed. Communicate with Payroll Technicians and Mail Processing Center to ensure checks are distributed in a timely manner.</p>
10%	N	E	<p>Purchasing -- Acts as liaison/contact between SRCI staff and Centralized Purchasing staff to help solve problems and work complicated purchasing issues. Submits request for purchases from various sections for approval to Assistant Superintendent and Superintendent per established criteria. Reviews and maintains logs on regular (RFPs--Requests For Purchase), and Inmate Welfare Fund. Input RFPs into the AS400 AFAMIS (Automated Financial Accounting Manufacturing Inventory System) system for processing in Central Office. Prepare Delegation of Expenditure Decision Authority forms for staff signatures, approval, and submit to Central Office to be processed as needed. Keep orderly files and records. Assists in maintaining the cost center approver delegation lists and branch plant constants in AFAMIS as required by "Delegation of Expenditure Authority," Policy 30.1.4 Conduct AFAMIS purchasing training classes given to SRCI staff as needed.</p>
5%	N	E	<p>Assists with printing and distribution of monthly budget reports. Utilizes and employs AFAMIS system, ensuring employees receive adequate training to maximize use. Provides technical assistance to SRCI staff as needed. Acts as liaison with AFAMIS Support and Information Systems staff to ensure appropriate utilization of system and hardware resources, issues resolution, and compliance with DOC Rule #5, Computerized Information System Access and Security. Analyzes accounting data and oversees production of statistical and technical reports from the AFAMIS system to ensure that appropriate recommendations and action are pursued to meet goals, objectives, and target dates, requesting input and/or keeping supervisor(s) informed as necessary.</p> <p>Serve as back-up for Accounting Technician 1 and Executive Support Specialist of Business Office to maximize customer service.</p>
10%	N	E	<p>General Support Functions (e.g. typing, filing, records processing, mail services, photocopying), and technical duties including inmate trust accounts, statewide Oregon Trail Debit Cards for inmates releasing from all DOC institutions, accounts payable, purchasing, budget, and meal ticket sales and</p>

			deposits. Advises and guides staff by answering questions, consulting, directing, teaching, and coaching as needed. Reviews progress of work performed ensuring that deadlines are met and that appropriate rules, procedures and policies area followed.
30%	N	E	Issue Oregon Trail Debit Cards (OTC's) -- Assign pin numbers to the OTC's, for all inmates who are releasing from all DOC institutions. Communicate with department of Human Services staff as needed in these processes. Prepare monthly Release List Reports of OTC's issued, designating those inmates needing release checks issued, and send to Central Trust. Package and ship OTC's with Release List Report to institutions on a monthly basis. Maintain records and logs of information relating to the Oregon Trail debit cards issued.
5%	NC	E	Provides Backup- to the Accounting Technician and Executive Support Specialist at SRCI. Provides assistance as needed to other Eastside Business Services staff. Other duties as assigned.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

This position requires working inside correctional facilities, prisons and Community Corrections offices that includes daily contact with inmates, probationers and post prison offenders, which pose a risk of physical injury. There are possible encounters on a daily basis with verbally abusive and/or physically violent individuals. The incumbent insures department security in accordance with established security rules and policies by proper control of keys, tools, equipment and contraband as well as documenting unusual incidents as they occur.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- ORS 244,279
- Oregon Administrative Rules, Chapter 291, Department of Corrections
- State Accounting Manual 06-31-51
- Department of Corrections Rule 16 (Facility Access), 164 (Purchasing), Procedure 27 (Warehouse Operations), 6 (Property Control)

b. How are these guidelines used?

These guidelines serve as instruments in defining procedures and terms to be followed to conserve and protect state owned property acquired from expenditures of appropriated funds, or from other applicable sources, and outline reports required satisfying Legislative mandates.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>			
Agency Managers	phone/mail/person	Property Matters	Daily
Agency Managers	person/phone/mail	Supply Issues/Maintenance Issues	Daily
Vendors	phone/mail/person	Deliveries	Daily
Freight Companies	phone/mail	Supply Requests	Daily
Purchasing Agents	in person	Shipment of Supplies	Daily
Outgoing Shipments Drivers	phone/mail/person	Receipts/Issues/Balances	Daily
Functional Units	in person	Inmates/Issues Uniforms	Daily
Security Staff	phone/mail/person	Work Order Requests	Daily/Monthly
Maintenance Personnel	phone/mail/person	Trust/Inmate Accounts/CD-28	Daily/Monthly
Central Trust			Daily

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Decisions are made in prioritizing the workload in the business office and warehouse to minimize any conflicts in achieving objectives outlined by statute and/or prescribed by governing rules, policies and procedures. This position makes independent decisions on many aspects of warehousing and business services. Ensures effective use of resources utilized. Makes decisions regarding ordering of standardized products, reconciles orders made to central warehouse.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>				
X7002	9712048	In Person/phone/mail	As Needed	Clarification, Accuracy, Timelines

SECTION 9. OVERSIGHT FUNCTIONS**THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

- a. How many employees are directly supervised by this position? N/A
How many employees are supervised through a subordinate supervisor? N/A

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Maintain a high skill level in inventory management and supervision to ensure effective and efficient control and accountability of inventory operations. Possess data processing skills to effectively process daily receipts/issues to computerized inventory programs.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

Incumbent must be proficient in operating computer terminal, daily receivable/issue data into perpetual inventory system, and retrieve information from automated purchasing system.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following: **N/A**

Operating Area	Biennial Amount (\$00000.00)	Fund Type
----------------	------------------------------	-----------

Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Samara L. H. *12/6/2013*

Supervisor Signature

Date

Appointing Authority Signature

Date

Administrator Signature

Date