



**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 position is to account for the proper recording of revenue and expenditures for the agency. The position is also responsible for helping account for all Grant activity. The person in this position will also help with Year- End Financial disclosures and reporting.

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### **SECTION 3. DESCRIPTION OF DUTIES**

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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 staff 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 staff are expected to follow CCM principles and practices.

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**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.**

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% of Time	N/R/NC	E/NE	DUTIES
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

40%	R	E	<p>Expenditures/Revenues</p> <ul style="list-style-type: none"> <li>▪ Monthly reconciliations for all fund types</li> <li>▪ Review expenditure activity periodically to ensure no abnormal balances occur, research and make correcting entries.</li> <li>▪ Review expenditures recorded to Other Funds program cost centers and compare with revenues. Follow up with research and make entries where necessary to transfer general fund expenditures to other funds programs that acquire their materials from general fund inventories.</li> <li>▪ Review expenditures recorded to General Fund 920 program cost centers. Follow up with research and make entries where necessary.</li> <li>▪ Follow up and respond to journal entry requests from operations, payroll, budget and other units as necessary.</li> <li>▪ Help with Vendor profiles as needed.</li> <li>▪ Review and help with Accounts Receivable invoicing and collection processes.</li> <li>▪ Monthly reporting with Hyperion for DOJ invoices, PRAS, and Victim's assistance.</li> <li>▪ Review, research, correct and release batches on the SFMA 530 screen.</li> </ul>
40%	R	E	<p>Account for Federal and Other Funded Grants: Track, record and report for all Grant activities for cross training and back up purposes.</p>
5%	R	E	<p><u>Systems and Policies:</u> Works with other accountants and accounting managers as a team to recommend development of any modifications to agency program accounting systems, including any appropriate interfaces to SFMA. Assists accounting manager in preparing the appropriate SFMA transactions to ensure AFAMIS transactions not automatically transmitted to SFMA are recorded properly.</p> <p>Periodically reviews policies and procedures with agency program employees to identify and make recommendations for appropriate changes. Reviews policies and procedures for conformity with Generally Accepted Accounting Principles and internal controls. Communicates and coordinates Accounting policies, practices and procedures with agency, state, vendors, customers or the public.</p> <p><u>Daily File Transfer:</u> Reconciles and balances daily receipts and daily Disbursement documents with the AFAMIS generated Batch Control Report. Ensures duplicate documents are eliminated from the daily file. Creates and transfers a daily cash receipts and expenses file to SFMA. Verifies the transfer of the file and files documents for warrant reconciliation.</p>

10%	R	E	<p><b>Year-End and Financial Reporting:</b> Assists the Accounting Manager And Accountant 4 in preparing the agency's fiscal year-end information for the statewide Comprehensive Annual Financial Report (CAFR) – including all statements, schedules, notes, and Disclosures, following Governmental Accounting Auditing and Financial Reporting (GAAFR) guidelines and Generally Accepted Accounting Principles (GAAP). Reviews CAFR-related reports and pre-closing accounting review checklist. Reviews Trial Balance data, GAAP fund structures and balance sheet accounts. Determines if there are errors in posting, incorrect transaction codes, conversion errors in fund types, out-of-balance situations or uncleared balances in holding accounts. Updates funds and accounts to ensure AFAMIS and corresponding SFMA funds are not at variance. Identifies and corrects accounting problems in AFAMIS and SFMA. Ensures accounting records are accurate and complete.</p>
			<p>1099 Activity</p> <ul style="list-style-type: none"> <li>▪ Maintain thorough knowledge of DAS and IRS guidelines for 1099 MISC reporting, including guidelines applicable to vendors.</li> <li>▪ Maintain thorough knowledge of agency and statewide systems and processes used for 1099 reporting.</li> <li>▪ Review accounts prior to reporting to ensure expenditures captured for reporting are correct.</li> <li>▪ Coordinate efforts of technical staff and support staff in filing of 1099 MISC returns.</li> <li>▪ Be available and knowledgeable to answer questions of technical staff or support staff pertaining to reporting requirements and vendor W-9 requirements.</li> </ul>
5%			<p>Other duties as assigned. Performs special assignments as requested by DOC Fiscal Services managers.</p>

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**SECTION 4. WORKING CONDITIONS**

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

Daily interaction with DOC employees and inmates. This position is an integral part of Central Accounting Unit. Some overtime may be required as workloads increase. The Central Accounting Unit is a fast paced environment and can become stressful at times during peak workloads.

## 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.

- State of Oregon Accounting Manual
- Department of Corrections Rules, Procedures, and Policies
- Department of Administrative Services Rules, Policies and Procedures
- AFAMIS "On-Line" Help Text
- AFAMIS Procedure Manual
- Statewide Financial Management Application (SFMA) User Manual
- Oregon Administrative Rules (OAR)
- Year-End Close Manual (YEC)
- Accounting Desk Manual

b. How are these guidelines used?

Guidelines are used to determine when and how accounting activities are to be conducted and to assure uniformity and consistency in the performance of assigned duties.

## 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 cursor at end of a row (outside table) and hit "Enter".</i>			
DOC Employees/Mgrs./ and Supervisors	Phone/In Person/In Writing	Resolve issues related to the recording of revenue and expenditures, resolve accounting policy/procedure issues & account balances	Daily
Other Governmental Agencies	Phone/In Person/In Writing	Resolve revenue and expenditure issues, & accounting policy & procedure information	Daily
Vendor and other outside entities	Phone/In Person/In Writing	Resolve issues related to vendor information	As necessary

## SECTION 7. POSITION RELATED DECISION MAKING

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

In order to maintain accuracy over expenditures, encumbrances, and payables, the employee must determine that accounting transactions are allocated to the appropriate fund, cost centers, and to account numbers that identify the type of expense. Accurate analysis is required of accounting reports to ensure that all accounting entries are recorded correctly. Determine the accuracy of DOC and Board of Parole General Ledger accounts through the reconciliation process, as incorrect General Ledger and Subsidiary Reports adversely affect expenditure projections. Determine that correct expenditure objects are assigned and that appropriate accounting guidelines and procedures are followed when making correcting and/or adjusting journal entries. Effectively plan, prioritize, and use good judgment to ensure timely and accurate results are achieved.

**SECTION 8. REVIEW OF WORK**

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
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*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

PEM D	6000040	In person, staff meetings, phone, email.	As needed	To ensure accuracy, completeness, and compliance with accounting practices and standards. To communicate expectations and provide feedback on performance.
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**SECTION 9. OVERSIGHT FUNCTIONS**

**THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

a. How many employees are directly supervised by this position? 0

How many employees are supervised through a subordinate supervisor? 0

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 checked="" 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:

This position uses knowledge of the Department's Automated Financial Accounting, Manufacturing, and Inventory System (AFAMIS) and the Statewide Financial Management Application (SFMA). Must be comfortable using a personal computer and have good customer service skills. Must have experience in computerized accounting and the ability to examine, track, interpret accounting transactions and able to produce reports from financial information gathered, both written and computer generated

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

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## SECTION 11. ORGANIZATIONAL CHART

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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.

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## SECTION 12. SIGNATURES

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Employee Signature

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Date

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Supervisor Signature

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Date

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date

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Fiscal Svcs. Administrator Signature

\_\_\_\_\_  
Date