



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
11/9/11

Agency: Oregon Department of Corrections

Facility: Fiscal Services, Central Accounting

New Revised

This position is:

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

SECTION 1. POSITION INFORMATION

Form with fields: a. Classification Title: Accountant 2, b. Classification No: C1216, c. Effective Date: July 1, 1985, d. Position No: 0102002, e. Working Title: Accountant 2, f. Agency No: 29100, g. Section Title: Fiscal Services Accounting, h. Budget Auth No: 000087020, i. Employee Name: VACANT, j. Repr. Code: AAON, k. Work Location: Salem - Marion, l. Supervisor Name: Greg Nash, m. Position: Permanent, Full-Time, n. FLSA: Non-Exempt, o. Eligible for Overtime: Yes

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 biennial operating budget includes General Fund, Federal Fund, and Other Funds.

General Services Division provides centralized support services to all levels of the Department through Fiscal Services, Facility Services, Distribution Services, and Information Systems and Services. Fiscal Services provides a wide variety of services to all levels of the Department through its Purchasing, Contracts, Central Accounting, Central Trust (Inmate Accounts), AFAMIS Support, and Statewide Business Services.

Central Accounting is responsible for accounts payable, reconciliations, journal entries, COP construction accounting, federal grant accounting, financial reporting, and portions of DOC's accounts receivable. Central Accounting's objectives are to safeguard the assets, maintain good vendor relations, record the transactions correctly, and help DOC make the best use of its accounting information.

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:

Record and reconcile between systems of the Department of Corrections, DAS, and DHS for Grants, ARRA Grants and Oregon Trail Card payments. The position also backs up the cashier and is involved in year-end reporting and preparation of the CAFR questionnaire, notes, and disclosures.

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.

Correctional Outcomes through Research and Engagement (CORE), is designed to monitor and measure the work we do every day. This allows DOC to identify opportunities to improve and/or streamline processes, use data to identify constraints, effectively use resources and, ultimately, promote public safety. CORE provides employees with opportunities to influence and improve the fundamental ways we do business.

The Oregon Department of Corrections has a zero-tolerance of sexual abuse and sexual harassment within its Institutions/Administration Buildings/Facilities owned, operated, or contracted. The intent of the Prison Rape Elimination Act (PREA) is to ensure a safe, humane, and secure environment, free from the threat of sexual abuse and sexual harassment for all inmates and employee/volunteer/contact/intern workers. All forms of sexual contact and sexual harassment between inmates and employees/volunteers/contractors/interns are prohibited by Oregon Department of Corrections policy. Therefore, if you are aware of any such incidents, you have a duty to report them to your supervisor.

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.

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%	R	E	<p><u>Reconcile Accounts:</u></p> <p>Reconcile cash accounts. Request and run SFMA and AFAMIS monthly reports for reconciliations. Reconcile cash balances by Fund (Other Funds, and Federal Funds) between SFMA and AFAMIS, monthly.</p> <p>Reconcile revolving fund account to State Treasury bank statements monthly. Identify reconciling items and make corrections.</p> <p>Identify and correct out-of-balance conditions in either SFMA or AFAMIS or both.</p> <p>Track errors through accounting system and make appropriate reversals or correcting journal entries as required, and ensuring that proper audit trail and established procedures are followed. Review and approve journal entries prepared by other staff members for posting.</p>
40%	R	E	<p><u>Account for Federal and Other Funded Grants:</u></p> <p>Track, invoice for reimbursement, and prepare necessary reports as needed for Federal and Other Funded Grants. Prepare SEFA (Schedule of Expenditures of Federal Awards) spreadsheets for year end closing. ARRA grants and Linn and Douglas county grants are part of the responsibilities attached to this position.</p> <p>Work with program directors and federal grant coordinators to resolve various discrepancies and budget and expense issues in complying with reporting requirements by researching and interpreting Federal and Other Funded Grants budget and accounting transactions.</p> <p>Enter, update, and retrieve quarterly revenue and expenditure financial reports from the computerized accounting system (AFAMIS) for reimbursement of grants, compare revenue to expenditures, and invoice grantor for additional balance due or make revenue refund payment to grantor for advance of excess revenues.</p>
20%	N	E	<p><u>SFMA Interface File Daily:</u></p> <p>Create interface for daily work and transmit to SFMA (backup).</p> <p>Research and correct errors on the interface batches for release on 530 screen in SFMA.</p> <p>Check DAFR 2201 report daily to verify SFMA received interfaced transactions correctly.</p>

15%	R	E	Misc duties: <ul style="list-style-type: none"> • Perform due diligence on stale dated warrants and revolving fund checks. Process through Oregon Division of State Lands if necessary. • Make payments to DHS for Oregon Trail Cards by transfer. Transfer Trust incidentals to the Oregon Trail Holding Account. • Review deposits against the cash receipts prelist daily and file. • Void warrants and reprocess as necessary. Make needed adjustments in both SFMA and AFAMIS. • Request redeemed warrants and make reversions to the General Fund. • Assists with year-end reporting for CAFR.
5%	NC	E	Other: Assist and provide back-up for other accounting staff and the Accounting Manager during peak workload periods, vacations, etc. This could include special projects, report preparation, and resolving accounting issues.

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.

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.

- AFAMIS "On-Line" Help Text
- AFAMIS Procedure Manual
- State of Oregon Accounting Manual
- Accounting Desk Manual
- DOC Rules & Procedures
- Statewide Financial Management Application (SFMA) User Manual
- Year-End Close Manual (YEC)
- Oregon Administrative Rules (OAR)
- Federal Grant Reporting Publications

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/Supervisors	Phone/In Person/In writing	Resolve contract and grant budget and payment issues, resolve revenue invoice issues, accounting policy & procedure issues, and account balances.	As Needed
Other Governmental Agencies	Phone/In Person/In Writing	Resolve contract and grant budget balances, revenues & expenditure issues, and accounting policy and procedure information.	As Needed
Vendors	Phone/In writing	Resolve revenue invoice issues, resolve payment issues, past due balances, and gather & provide information	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

In order to maintain the accuracy of expenditures, encumbrances, payables, and revenues, 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 and receipt, as accurate analysis is required of accounting reports to ensure that all accounting entries are recorded correctly. Determine that Federal and Other Funded Grants are within allotted budget and propose corrective action if required. 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 the revenue and expenditure projections. Determine that correct revenue accounts and 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
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
PEM E X7008	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.

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 checked="" 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:

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 cursor at end of a row (outside table) and hit "Enter".

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

Supervisor Signature

Date

Appointing Authority Signature

Date