STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
10/19/11

This position is:
☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

Agency: Oregon Department of Corrections

Facility: Fiscal Services, Central Accounting

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Accountant 1	**b.** Classification No:	C1215
c. Effective Date:	October 1, 2004	**d.** Position No:	0315034
e. Working Title:	Spots Card Coordinator	**f.** Agency No:	29100
g. Section Title:	Fiscal Services Accounting	**h.** Budget Auth No:	000962970
i. Employee Name:	Vacant	**j.** Repr. Code:	AAON
k. Work Location (City – County):	Salem/Marion		
l. Supervisor Name (Optional):	Greg Nash		

m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

n. FLSA: ☐ Exempt ☒ Non-Exempt
If Exempt: ☐ Executive ☐ Professional ☐ Administrative
o. Eligible for Overtime: ☒ Yes ☐ No

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:

This position performs technical accounting work in reviewing and coding the Department of Correction's (DOC) expenditure activity as incurred through the Spots card process. This position performs reconciliations and reviews various expenditure-related activities as assigned, including reconciliations and reviews of Spot card logs sent in by cardholders. This position may prepare schedules or analyses used in year-end reporting and/or to answer payment-related business or accounting questions as assigned. This position is also the agency Spots card coordinator, responsible for updating cardholder information in the Bank's web-based system. The Spots coordinator is also responsible for spending limit changes, cardholder training, and for card monitoring activities that have been delegated to them by the Agency Approving Officer.

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 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
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
90%	R	E	SPOTS Card Coordinator – • Spots Card applications and set up • Cardholder training • Update cardholder information and limits • Send out monthly statements to cardholders • Review cardholder purchases for proper use of card • Other card monitoring activities as delegated by supervisor
10%	R	E	Special projects and other tasks related to expenditure payments, leases, or year end reporting 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.

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
- Oregon Accounting Manual (OAM)
- Year-End Close Manual (YEC)
- Oregon Administrative Rules (OAR)
- Statewide Financial Management Application (SFMA) User Manual
- Oregon Department of Corrections Rules & Procedures
- 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?
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
DOC Employees/Mgrs/Suprvs	Phone/In Person/In Writing	Resolve issues pertaining to disputed claims; request documentation supporting receipt or denial of claims for goods or services. Assist and instruct on proper account coding.	As Needed
Other Governmental Agencies	Phone/In Person/In Writing	Resolve issues pertaining to interagency Spots card payments.	As Needed
Vendors/Pubic	Phone/In Writing	Inquire into specifics of items purchased or disputed	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 accuracy over expenditures, the employee must determine that Spots transactions are allocated to the appropriate fund, cost centers, and to account numbers that identify the type of expense. Accurate analysis is required of Spots reports to ensure that all accounting entries made in regard to Spots cards sare recorded correctly. Determine that appropriate accounting guidelines and procedures pertaining to the expenditure and payment of state funds are followed when reviewing Spots card payments. Effectively plan, prioritize, and use good judgment to ensure timely and accurate results are achieved. Set up, train, and review cardholders' usage of the Spots cards to ensure policies and procedures are being followed.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".				
X7006 PEM D	6000040	In person, staff meetings, phone, email.	Ongoing	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?

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ 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 DAS Statewide Financial Management Application (SFMA), and skill in operating a micro-computer to enter, update, and retrieve financial reports. Must have general knowledge of accepted accounting theories, principles, and terminology and skill in applying accounting methods and practices to work assignments.

Must have experience in computerized accounting and the ability to examine, track, and resolve discrepancies. Must be able to produce reports from financial information gathered, both written and computer generated. Must be able to work effectively as part of a team. Must have good customer service skills and knowledge of what customer service means. Must be able to follow verbal and/or written instructions.

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

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	Supervisor Signature	Date
Appointing Authority Signature	Date 10/21/2011	Fiscal Services Administrator	Date