

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 is responsible for non-PO vendor payments by memo, and interagency transfers in AFAMIS and AFMA. The position also makes other specialized payments. The position also helps out in the unit as needed such as during vacations and peak workload periods.

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
35%	R	E	<p>Special Vendor payments: This position is responsible for tracking, reporting and paying Department of Justice invoices. The position reports and pays PRAS Program awards. The position additionally reports, tracks and pays Motor Pool invoices. The position makes payment on the Oregon Health Network (OHN) contract. Several types of distributions to Counties some of which relate to inmate welfare grants in aid; Treatment and Transition; SB395 DUI jail reimbursements; Measure 57; and others related to Inter-Governmental agreements are the responsibility of this position as well. The Distribution to Counties for Judicial criminal fines. CHP (Correctional Health Partners) funding prepayments. Problem research and resolution related to distributions to counties for customers.</p>
10%	R	E	<p>Cost center authority profile changes: This position is responsible for updating cost center profiles related to delegation of authority. The position also sets up new cost center and branch plant delegations.</p>
50%	R	E	<p>Payment Of Vendor Invoices: Review and verify vendor invoices for correct items and/or services, amounts, and past due balances. Vendor invoices for this desk would not be on a PO. The types of payments on this list would be interagency payments, AIP program payments, training, conferences and several other types of payments.</p> <p>If past due balance showing, research and contact vendor and initiate course of action to clear the outstanding balance, ensuring that established procedures are followed. Verify for approved signature; send unapproved invoices to appropriate cost center approvers for approval and signature, and correct with notification. When vendor invoice is ready for payment, assign vendor number and code costs to the appropriate cost center and expense account number. Sort, batch, total, and record invoices for vouchering and payment. Check coded accounting transactions recorded to the computerized Accounts Payable Edit Report for accuracy. Research and resolve discrepancies in the computerized Accounts Payable Edit Report. Balance payment documents to recorded batch total. Match invoice to warrant request and forward information to batch review staff. Research credit memos and apply to payment or request refund check.</p>

5%	R	E	<p><u>Other Duties:</u> Other duties as assigned by the Accounting Manager mail processing, warrant distribution, filing, etc. Assists and provides back up for other Accounting staff during peak workload periods, vacations, etc. Use accounting records and supporting documentation to compile encumbrance, payable, and expenditure financial information for statistical and reporting purposes. Work on special projects as assigned by the Accounting Manager.</p>
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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.

- 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
- AFAMIS Desk and Training Manuals

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/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. Monitor and maintain Spots Card use.	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 are 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
<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	6000040	In person, staff meetings, phone, and 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 FUNCTIONSTHIS 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 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 thorough knowledge of Spots Card and related policies.

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
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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".

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