



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
March 3, 2026

This position is:

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

Agency: Oregon Department of Energy

Facility:

- New
Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Accounting Manager 1
b. Classification No: X7035
c. Working Title: Accounting Manager
d. PPDB No/WD ID: 2325043
e. Section Title: Finance & Operations
f. Agency No: 33000
g. Employee Name: Vacant
h. Budget Auth No:
i. Supervisor Name:
j. Repr. Code: MMS
k. Work Location (City – County): Salem - Marion

l. Position: Permanent, Seasonal, Limited Duration, Academic Year, Full-Time, Part-Time, Intermittent, Job Share
m. FLSA: Exempt, Non-Exempt, If Exempt: Executive/Supervisory, Administrative, Professional, Computer
n. 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 Oregon Department of Energy's vision is to lead Oregon to a safe, equitable, clean, and sustainable future. ODOE helps Oregonians make informed decisions and maintain a resilient and affordable energy system. We advance solutions to shape an equitable clean energy transition, protect the environment and public health, and responsibly balance energy needs and impacts for current and future generations.

ODOE helps Oregonians improve the energy efficiency of their homes, provides policy expertise to prepare for Oregon's future energy needs, staffs the Energy Facility Siting Council, provides technical and financial assistance to encourage investments in energy efficiency and renewable energy resources, represents Oregon's interests in the cleanup of the Hanford nuclear site, and ensures state preparedness to respond to energy-related emergencies. ODOE employs approximately 131 employees and is funded with revenue from more than 30 sources, including \$15.9 million in general funds, \$106 million in other funds, \$79.1 million in federal funds, \$1.1 million in other non-limited other funds, and \$24 million in non-limited loan program and debt service funds.

The Central Services Division is responsible for the critical operations that ensure the agency functions effectively, and efficiently, in support of its mission and in compliance with state and federal requirements. This includes financial management such as budgeting, accounting, payroll, procurement, contracting, and federal grants administration, to ensure fiscal integrity and resource stewardship. The division also oversees information technology and database management, providing secure, innovative, reliable systems that support agency operations. Facilities and records management, risk management, and employee safety functions ensure a safe, organized and compliant workplace. Additionally, the division manages employee services, including strategic workforce planning, recruitment, classification and compensation, employee relations, leave administration, training, wellness programs, and personnel action processing.

**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:**

Plan, organize, and manage the agency’s accounting operations and financial reporting functions to ensure fiscal integrity, effective internal controls, and compliance with state and federal statutes, rules, regulations, and applicable accounting standards. The position provides technical and operational leadership to professional accounting staff and ensures financial systems and controls function effectively and efficiently. Additionally, the position serves as the agency’s authority on complex accounting and compliance matters advises leadership on fiscal impacts and financial risk.

**SECTION 3. DESCRIPTION OF DUTIES**

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
<b>60%</b>	<b>R</b>	<b>E</b>	<b>Accounting Operations and Financial Oversight</b>
			<ul style="list-style-type: none"> <li>Plan, organize, and manage all agency accounting operations, including financial reporting, fiscal year-end activities, reconciliations, revenue, payroll, and expenditure tracking, and compliance with statewide reporting requirements.</li> </ul>
			<ul style="list-style-type: none"> <li>Establish financial management strategies, priorities, and performance expectations aligned with agency goals and statewide fiscal policies.</li> </ul>
			<ul style="list-style-type: none"> <li>Serve as the agency’s subject matter expert on complex accounting issues, interpreting accounting standards, laws, and regulations and determining appropriate application of GAAP, GASB standards, and state accounting policies.</li> </ul>
			<ul style="list-style-type: none"> <li>Provide fiscal guidance to leadership regarding financial risks, funding strategies, and resource allocation decisions to support operational planning and compliance.</li> </ul>
			<ul style="list-style-type: none"> <li>Participate in and oversee the preparation and review of the agency’s financial statements, disclosures, and supporting documentation for statewide reporting requirements, including the Annual Comprehensive Financial Report (ACFR).</li> </ul>
			<ul style="list-style-type: none"> <li>Oversee fiscal year-end closing activities, adjusting entries, reconciliations, and reporting to ensure accurate financial results.</li> </ul>
			<ul style="list-style-type: none"> <li>Coordinate with the Secretary of the State Audits Division and other oversight entities; respond to audit requests, findings, and recommendations.</li> </ul>
			<ul style="list-style-type: none"> <li>Ensure compliance with statewide accounting requirements, federal cost principles, and restricted fund accounting provisions.</li> </ul>
			<ul style="list-style-type: none"> <li>Perform a review of financial reports and account balances to identify anomalies, emerging risks, or misstatements and implement corrective action as necessary.</li> </ul>
<b>30%</b>	<b>N</b>	<b>E</b>	<b>Financial Analysis, Internal Controls, and Operational Support</b>
			<ul style="list-style-type: none"> <li>Conduct complex financial analyses to support executive decision-making and program operations.</li> </ul>
			<ul style="list-style-type: none"> <li>Monitor revenues, expenditures, cash activity, and fund balances to ensure alignment with approved financial plans, liquidity stability, and compliance with legal and policy requirements.</li> </ul>

			<ul style="list-style-type: none"> <li>Develop and maintain internal control frameworks to safeguard public resources and ensure reliable financial information.</li> </ul>
			<ul style="list-style-type: none"> <li>Identify trends, risk, and emerging issues through financial analysis and recommend procedural or operational improvements.</li> </ul>
			<ul style="list-style-type: none"> <li>Provide specialized interpretation and application of laws, rules, policies, financial standards, and evaluate fiscal impacts of operational changes to support agency decision-making.</li> </ul>
			<ul style="list-style-type: none"> <li>Coordinate with internal and external auditors and oversight entities; manage audit response activities and implement corrective actions.</li> </ul>
<b>10%</b>	<b>R</b>	<b>E</b>	<b>Staff Supervision and Organizational Leadership</b>
			<ul style="list-style-type: none"> <li>Provide supervision and management of professional accounting staff, including work assignment, performance management, coaching, and professional development.</li> </ul>
			<ul style="list-style-type: none"> <li>Establish priorities and allocate resources to ensure timely and accurate completion of accounting operations and reporting requirements.</li> </ul>
			<ul style="list-style-type: none"> <li>Promote accountability, continuous improvement, and operational consistency within the accounting function.</li> </ul>
			<ul style="list-style-type: none"> <li>Conduct performance evaluations and regular check-ins with accounting staff to ensure accountability, professional development, and alignment with agency and division expectations.</li> </ul>
<b>Ongoing</b>	<b>NC</b>	<b>E</b>	<b>Miscellaneous</b>
			<ul style="list-style-type: none"> <li>Perform duties in a manner that promotes customer service and harmonious working relationships; treat all individuals courteously and with dignity and respect.</li> </ul>
			<ul style="list-style-type: none"> <li>Lead and recognize the value of individual and cultural differences, demonstrate evidence of ongoing development of personal cultural awareness and humility, create and foster an inclusive work environment that is respectful, accepts diversity, and where talents and abilities are valued.</li> </ul>
			<ul style="list-style-type: none"> <li>Develop positive working relationships with agency staff and supervisors by actively partnering, communicating, and supporting co-workers, identifying and collaboratively resolving problems constructively.</li> </ul>
			<ul style="list-style-type: none"> <li>Demonstrate openness to constructive feedback and suggestions to improve work performance.</li> </ul>
			<ul style="list-style-type: none"> <li>Contribute to a positive and productive work environment; perform all duties in a safe manner; and comply with all policies, procedures, and agency best practices.</li> </ul>
			<ul style="list-style-type: none"> <li>Foster and promote the importance and value of a diverse and discrimination and harassment-free workplace.</li> </ul>
			<ul style="list-style-type: none"> <li>Participate in collaborative and strategic relationships with key invested, involved, or impacted partners by holding awareness and being attentive to the direct and indirect accountabilities and opportunities to positively impact and influence the goals, strategies, actions, and measures outlined in the agency's strategic plan.</li> </ul>
			<ul style="list-style-type: none"> <li>Other duties and special projects as assigned.</li> </ul>
			<ul style="list-style-type: none"> <li>Maintains confidentiality of information that is exempt from disclosure under Oregon's public records law.</li> </ul>
			<ul style="list-style-type: none"> <li>Ensure regular and consistent attendance to meet job demands and provide necessary services.</li> </ul>

## 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.**

The office environment is an open landscape with cubicles and audible distractions. This position requires long periods of sitting, standing, using a keyboard and other computer operations, and the use of a cell phone. Work requires lifting and carrying objects of up to 50 pounds, bending, crouching, use of arms above the shoulders, and transporting oneself throughout the office and to remote work locations. The position requires substantial reading, writing, and

development of documents that require focus, reading comprehension, and writing skills. The work environment includes the use of electronic, audio-visual, and computer equipment. These working conditions are experienced daily. The employee must be able to complete work tasks under these types of conditions in this type of environment. An employee in this position must be available to work Monday through Friday with a regular 40-hour work schedule. The position may experience exposure to volatile or stressful situations and critical/hostile people. Work may require extended hours during the legislative session, budget development, fiscal year-end close, audit activities, and as needed to accommodate short project timelines.

## 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 Revised Statutes (ORS)
- Oregon Administrative Rules (OAR)
- Oregon Department of Energy Policies and Procedures
- Oregon Department of Administrative Services Policies and Procedures
- Code of Federal Regulations
- Federal/State Cooperative Funding Agreements and Appendices
- Oregon Accounting Manual (OAM)
- Generally Accepted Accounting Principles (GAAP)
- Statewide Financial Management Application Manuals
- Opinions of the Governmental Accounting Standards Board
- BOLI Wage & Hour Laws
- The Attorney General's Model Public Contract Rules Manual
- OSPA Reference Manual

### b. How are these guidelines used?

The guidelines listed above are used to provide standards and procedures to facilitate the accomplishment of duties in a consistent and professional manner. Use of these guidelines helps ensure compliance with applicable laws, rules, policies, and regulations in the day-to-day operations in support of the agency's mission.

## 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>			
Agency Leadership	By phone, email, in-person, virtual	Provide financial analysis, recommendations, and strategic advice.	Daily
Agency Employees	By phone, email, in-person, virtual	Exchange information; coordinate activities, projects, and actions; respond to questions; discuss needs.	Daily
DAS Agency Staff	By phone, email, in-person, and virtual	Seek advice on rules, policies, and procedures.	Daily
Customers & Vendors	By phone, email, in-person, and virtual	Exchange information and resolve financial issues.	Weekly
Federal & State Auditors	By phone, email, in-person, and virtual	Exchange information; consult and respond to questions; resolve issues.	As needed
Treasury	By phone, email, in-person, and virtual	Exchange information regarding system development and financial coordination.	As needed
Other Public Agencies	By phone, email, in-person, and virtual	Coordinate, consult, provide information, and respond to questions.	As needed

Secretary of State, Audits Division	By phone, email, in-person, and virtual	Coordinate, consult, and respond to questions.	As needed
Attorney General's Staff	By phone, email, in-person, and virtual	Consult, seek advice on the interpretation of the statute, and required approval of contracts/agreements	As needed

## SECTION 7. POSITION RELATED DECISION MAKING

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

This position exercises independent judgment in managing the agency's accounting operations and internal control framework. Decisions include determining the appropriate accounting treatment for complex or non-routine transactions; establishing and implementing accounting procedures and controls; allocating staff resources and setting operational accounting priorities; interpreting and applying accounting standards and regulatory requirements; and determining corrective actions in response to audit findings or compliance concerns. The decisions made directly affect the accuracy and integrity of the agency's financial records, compliance with legal and professional standards, reliability of financial reporting, and stewardship of public funds. Errors in judgement could result in financial misstatements, audit findings, regulatory exposure, operational disruption, or diminished public trust.

## 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".*

Business Operations Manager 3	0032001	Through ongoing dialogue, collaborative check-ins, and structured performance evaluations. Feedback may be provided during team meetings or one-on-one discussions.	Quarterly	To provide guidance, support professional development, ensure alignment with program goals, and assess performance and effectiveness.
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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? 9  
 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 checked="" type="checkbox"/> Coordinates schedules                   |
| <input checked="" type="checkbox"/> Assigns work            | <input checked="" type="checkbox"/> Hires and discharges                    |
| <input checked="" type="checkbox"/> Approves work           | <input checked="" type="checkbox"/> Recommends hiring                       |
| <input type="checkbox"/> Responds to grievances             | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Prepare & 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:

- Employment is contingent upon the successful completion of a criminal background check.
- The employee must possess and maintain a valid CPA certification.

**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".

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### 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		