



State of Oregon Position Description

Company: Oregon Department of Education
Organization: Fiscal Transparency - ODE
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Accountant 3	Job Profile ID:	1218
Business Title:	Senior Accounting & Chart Of Account Specialist (Unfilled)	Position ID:	000000182471
Employee Name:		Company ID:	58100
Representation:	OAS	Budget Auth No:	
Location:	Salem ODE Public Service Building		
Supervisor:	Devyn Castillo (Research, Analysis, and Statistics Manager 3)		
Position:			
Time Type:	Full Time		
FLSA:	Exempt		
Exempt Reason:	Administrative Exemption		
Overtime Eligible:	No		
Employee Type:	Limited Duration (Fixed Term)		

SECTION 2. JOB DESCRIPTION SUMMARY

Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

The Oregon Department of Education (ODE) oversees the education of students in Oregon's public K-12 education system. ODE encompasses early learning, public preschool programs, the state School for the Deaf, regional programs for children with disabilities, and education programs in Oregon youth corrections facilities. While ODE isn't in the classroom directly providing services, the agency (along with the State Board) focuses on helping districts achieve both local and statewide goals and priorities through strategies such as: developing policies and standards, providing accurate and timely data to inform instruction, training teachers on how to use data effectively, effectively administering numerous state and federal grants; sharing and helping districts implement best practices. At the Oregon Department of Education, we are guided by the following values: integrity, accountability, excellence, and equity.

The Deputy Superintendent of Public Instruction is the Director and administrative head of the Department of Education. The Governor, who is the Superintendent of Public Instruction has delegated to the Deputy Superintendent the responsibility of performing all of the duties, functions and powers of the Superintendent. These include providing leadership and oversight to

Oregon's prekindergarten to grade 12 education system.

All employees working in the Department are expected to assist in achieving the Department's diversity and affirmative action goals by creating an inclusive work environment that encourages each employee to meet their full potential and consider Education as their "Employer of Choice."

The Office of Finance and Information Technology (OFIT) provides timely and reliable fiscal, administrative, and information technology services. This work is designed to ensure that all agency services adhere to applicable laws and regulations while seeking solutions focused on the needs of Oregon's children. OFIT contributes to an infrastructure that allows ODE staff to focus on the core mission of leadership, accountability, and school improvement.

OFIT consists of seven Units for Financial Services, Budget Services, Business Services, Procurement Services, School Finance and Facilities, Fiscal Transparency and Information Technology. Collectively, the office covers a full range of business services that are provided to support agency staff and external partners. Through these different Units, the mail is processed, bills are paid, contracts are developed and executed, the agency budget is developed, funds are managed and distributed to local schools districts, and ESDs, school buildings are monitored to ensure the safety of our children, information technology and project management support is given to both internal and external customers, technology solutions are developed, enhanced, and managed; and agency facilities/space issues are addressed. OFIT acts as reliable customer service partners for the rest of the agency to meet the business needs and objectives of our mission.

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 serves as the agency's senior subject-matter expert on governmental accounting, GAAP, GASB, budgetary accounting, grant accounting, and program accounting as they relate to Oregon K-12 school district and ESD reporting. This position maintains and governs Oregon's statewide Program Budgeting & Accounting Manual (PBAM) Chart of Accounts, ensuring that all financial, programmatic, and grant codes remain accurate, compliant, and aligned with Oregon statutes, GASB standards, Uniform Grant Guidance, and statewide financial policies.

This position leads ODE's Technical Assistance Program for statewide accounting support, providing authoritative guidance to districts, ESDs, charter schools, auditors, and internal ODE programs. The role designs and delivers training on governmental accounting, chart of accounts structure, fiscal transparency reporting, and related requirements. This position plays a key role in the statewide implementation of the revised PBAM and in ensuring consistent, transparent, and auditable financial reporting across Oregon's education system.

This position is the highest-level professional accounting role within the Fiscal Transparency Unit. Unlike junior accounting or analyst positions within the unit, this position will:

- Serves as the statewide expert for PBAM chart of accounts structure and interpretation
- Issues technical guidance relied upon by district CFOs, business managers, and auditors
- Provides authoritative GAAP/GASB and budgetary accounting interpretations
- Leads statewide training programs and develops technical manuals and reference materials
- Supports policy development and rulemaking related to financial reporting and transparency
- Represents ODE in discussions with auditors, district leadership, OASBO, ESDs, and external partners

SECTION 3. JOB DESCRIPTION

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.

40% - N E - Chart of Accounts Maintenance and Governance

- Maintain, update, and govern Oregon's statewide PBAM Chart of Accounts.
- Conduct ongoing reviews to ensure alignment with GAAP, GASB, UGG, and Oregon statutes.

- Coordinate crosswalks, mapping updates, and structural revisions with ODE programs, ESDs, software vendors, and auditors.
- Research emerging accounting standards and implement necessary updates.
- Support PBAM Advisory Committee decision-making.

30% - N E - Technical Assistance and Accounting Guidance

- Lead ODE's statewide Accounting Technical Assistance Program.
- Provide authoritative interpretations on fund accounting, grant tracking, program classification, and object classification.
- Respond to inquiries from districts, auditors, ODE program staff, and external parties.
- Develop written guidance, bulletins, memos, and FAQs.

15% - N E - Training and Support Programs

- Develop and deliver trainings on GAAP, GASB, PBAM coding, and reporting.
- Conduct statewide workshops and webinars.
- Build training materials including manuals, slides, exercises, and examples.
- Support implementation of statewide training and support portal.

10% - N E - Fiscal Transparency Project Support

- Provide accounting expertise for fiscal transparency dashboards, PBAM modernization, and grant structure improvements.
- Support rulemaking and policy development.
- Assist internal teams developing financial reporting tools.

5% - N NE - Other Duties as Assigned

At all times - N E:

Demonstrate commitment to equity, in addition to the cultivation of equitable practices across all aspects of this position description:

- Learn and apply knowledge and skills to interrupt systemic oppression.
- Participate and engage in efforts to further OFIT and agency-wide development and implementation of equity goals.
- Have knowledge of and apply tools, such as the ODE Equity Stance and Equity Lens, Strategic Plan, Culturally Responsive Community Engagement tool, the Protocol for Culturally Responsive Organizations, etc., to all work to ensure that the shared vision and

mission of OFIT and ODE is clearly articulated in all work produced.

Demonstrate professionalism

Consistently treats customers, partners, vendors and co-workers with dignity and respect. Creates and maintains a work environment that is welcoming and respectful of diversity. Sets clear guidelines and models expected professional behaviors.

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.

- Fast-paced work, high volume inquiries
- Computer-based review and document development

Works in a typical office environment. Frequent contact by telephone, e-mail, in writing or in person with agency executive management and staff, staff from other local, state, and federal agencies, legislative staff, education and community partners, and members of the public. High-level coordination with internal and external customers. Occasional travel for training and meetings that require automobile and overnight travel throughout the state, which may require sitting/driving for extended periods of time; occasional evening and weekend work required.

This position may be eligible for hybrid remote work, subject to manager approval, business needs, and completion of a remote work agreement in Workday. Employees must have a home workspace that meets all technology, security, and safety requirements, including protection of confidential information. Remote work requires use of agency-issued equipment, a secure internet connection, and VPN access. Staff must follow the DAS Remote Work policy, guidelines and applicable collective bargaining agreements. The official duty station is the Public Service Building in Salem, Oregon. Travel to this location may be required at the employee's expense.

SECTION 5. GUIDELINES

List any established guidelines used in the position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Oregon Revised Statutes and Chapter Laws; Oregon Administrative Rules; Federal Laws, Code of Regulations (CFR), Requirements, and Guidelines; Oregon Accounting Manual Rules and Regulation; and ODE Policies and Procedures.

How are these guidelines used?

Oregon Revised Statutes and Chapter Laws provide guidance on specific projects and programs approved for funding by the Legislature, as well as guidance on various administrative processes (procurement, debt issuance, collections, State School Fund formula, etc.). Administrative Rules, Oregon Accounting Manual and ODE Policies and procedures are used to provide guidelines for the administration of the programs and/or processes. Federal Statutes, regulations, and guidelines are used to monitor appropriate use of federal funds and monitor for changes in funding authorizations.

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	How	Purpose	How Often?
Educational organizations, Tribes, private citizens, and other partners	In Person, by mail, email or telephone	Provide information, answer questions, seek clarification	Daily
Legislative Staff/Members	In Person, by mail, email or telephone	Provide information, answer questions, seek clarification	As Needed
Other ODE management, staff, and grant recipients	In Person, by mail, email or telephone	Provide information, answer questions, seek clarification	Daily
Other State Agencies	In Person, by mail, email or telephone	Provide information, answer questions, seek clarification	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

This position independently makes high-level professional accounting decisions that directly impact statewide financial reporting, compliance, and fiscal transparency for Oregon's K-12 education system. As the agency's senior subject-matter expert on governmental accounting and the PBAM Chart of Accounts, this position determines the appropriate classification of funds, programs, grants, objects, and functions for statewide use. These decisions influence how all school districts and ESDs record, report, and audit their financial activity.

The position evaluates complex accounting questions from districts, ESDs, auditors, and internal ODE programs, issuing authoritative interpretations of GAAP, GASB, budgetary accounting, and Uniform Grant Guidance requirements. Decisions made by this position directly affect districts' ability to remain compliant with federal and state requirements and ensure the accuracy of statewide data used for the State School Fund, federal reporting, fiscal health dashboards, and legislative analysis.

This position also makes strategic decisions about chart of accounts governance, including when to revise, add, or restructure coding elements. These decisions have broad systemwide effects, including software vendor configurations, district accounting workflows, audit processes, and statewide data collections. The position determines how emerging GASB standards, federal updates, and Oregon statutes integrate into PBAM and statewide reporting frameworks.

In training and technical assistance functions, this position decides the content, structure, and interpretation of statewide accounting guidance relied upon by district CFOs, business managers, and auditors. These decisions ensure consistent and accurate implementation of the chart of accounts and directly influence the quality and reliability of financial data used by ODE leadership, the Legislature, auditors, and the public. Errors in judgment in this role could result in misreporting of state and federal funds, audit findings, loss of grant funding, data integrity issues, and significant operational impacts on Oregon's school districts and ESDs. Therefore, the position requires significant professional discretion, advanced conceptual reasoning, and the ability to make decisions that balance technical accounting requirements with operational realities across a diverse statewide education system.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Accounting Manager 3	2700075	In Person, by mail, email or telephone	As Needed	Review workload, etc.

SECTION 9. OVERSIGHT

What are the oversight activities for this position?

SECTION 10. ADDITIONAL POSITION RELATED INFORMATION

List any knowledge and skills needed at time of hire that are not already required in the classification specification:

- Demonstrated commitment to system change that accelerates opportunities by removing barriers for students in our K-12 system who are and have been historically underserved.
- Demonstrated knowledge of federal and state grant administration, hiring and onboarding processes, Oregon Administrative Rule processes and development, budget and agency operations.
- Excellent problem-solving skills, critical thinking skills, and oral and written communications skills.
- Very detail oriented and strong conceptual reasoning ability and ability to apply abstract thinking in order to develop systems and process.
- Highly effective and well-developed interpersonal skills and self-awareness.

Knowledge of:

- Governmental accounting and processes, GAAP, GASB; Governmental fund and budgetary accounting; Chart of accounts governance; Uniform Grant Guidance; Oregon school finance; Internal controls and audit processes; Financial principles

Skills and Ability to:

- Interpret complex accounting standards; Communicate technical content clearly; Provide authoritative technical assistance; Develop and deliver trainings; Lead stakeholder engagements; Conduct research and evaluate impacts; Provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts; Manage situations and tailor approach to the individual's skills, needs and performance; Demonstrated ability to see the importance of role modeling; Coach and co-create shared vision; Manage large and diverse projects with ever-changing structures and timelines; Work on very tight timelines; Collaborate across multiple systems (i.e. national, state, local, school districts, SEAs, etc.) and work together to streamline services across multiple communities and programs; Navigate complex socio-political contexts and solicit and value diverse viewpoints.

This position requires successfully passing a pre-employment background check. The pre-employment check may include a review of the following records: criminal background, DMV, licensure, and sexual misconduct. Adverse background data may be grounds for immediate disqualification, withdrawal of a conditional job offer, or termination of employment.

SECTION 11. BUDGET AUTHORITY

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

Operating Area	Biennial Amount	Fund Type
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SECTION 12. ORGANIZATIONAL CHART

See Organizational Chart (attach copy or view within Workday).

SECTION 13. SIGNATURES

Employee

Date

Manager

Date

Appointing Authority

Date