



**State of Oregon
Public Employees Retirement System
Position Description**

Position Information

Employee Name: Vacant	Position No: 0507018
Class Title: Accounting Technician 3	Class No: C0212
Working Title: EFT Technician	Agency No: 45900
Section Title: Accounting & Cash Transactions Section (ACTS)	Budget Auth. No: 000923650
Rep. Code: OA	Established Date: 7/1/2005
Work Location: Headquarters - Tigard OR	PD Revised Date: 3/31/2017
Position: Permanent / Full-Time	
FLSA Classification: Non-Exempt	Eligible for Overtime: Yes

PERS Mission Statement

We serve the people of Oregon by administering public employee benefit trusts to pay the right person, the right benefit, at the right time.

Program Information

Describe the program in which this position exists.

Financial and Administrative Services Division (FASD) / Accounting & Cash Transactions Section (ACTS)

FASD provides comprehensive financial and administrative services to the agency. This includes financial accounting, reporting, and tax services for all PERS' Trust and agency fund activities including the Retirement Fund, Deferred Compensation funds, Benefit Equalization Fund, health insurance programs and Social Security Program. The Division is responsible for agency fiscal operations duties, including the receipt, posting and deposit of over \$1.68 billion annually in member and employer contributions and the disbursement of over \$3.6 billion annually in member and beneficiary benefits. Other fiscal activities include preparation, maintenance, and reporting of the agency's biennial budget, coordination of actuarial services, fiscal analysis, accounts receivable, accounts payable, contracts, and procurement. FASD also contains the Facilities Services Section that manages office supplies, general building maintenance, shipping and receiving, and other various ancillary tasks. Human Resources, Retiree Health Insurance and Deferred Compensation (OSGP) programs are also located within FASD.

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Accounting & Cash Transactions Section

The Accounting & Cash Transactions Section is responsible for the accounting and financial operations for the Benefit Equalization, Social Security Administration, Deferred Comp & Health Insurance programs (RHIA, RHIPA & SHRIA) Cash Receipts and Accounts Receivable programs. ACTS is accountable for PERS' Accounts Receivable and agency collection programs. The Section has a staff of eleven financial-related positions. ACTS will be responsible for the receipt, reconciliation, posting, and tracking of over \$1 billion in funds annually for the trusts and programs.

Position Purpose

Describe the primary purpose of this position.

AT3 EFT Technician

This position is the principal in the safeguarding, and processing of employer contributions, member purchases receivable payments etc. This includes identifying and resolving system generated errors in the data for incoming payment processing.

Coordinate the issuance and accounting for manual and computer generated benefit checks. To reconcile registers and to process remittance advices. Communicates error resolution and reconciliation issues with other accounting staff as needed.

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Must be able to treat confidential matters and material appropriately.

Core Competencies

Title and Definition

Integrity:

Inspires trust through transparency and ethical, sound judgment.

0 %

Service-Focus:

Works together to meet the needs of others with dependability, professionalism, and respect.

0 %

Accountability:

Takes ownership for our decisions, actions, and outcomes.

0 %

Description of Duties

Title and Definition

% of Time

E - Auditing & Analysis

This position is responsible for the systematic auditing of source document to ensure compliance with GAAP, GASB, NACHA, Audit Standards and OAM, This position is responsible for analyzing documents to ensure completeness, accuracy and authority. This position must ascertain banking compliance and determine appropriate account classification. If documents are incomplete this position must contact the member, employer, financial Institution, vendor or co-worker to obtain clarification. This position will make use of code, statute, procedures and policies when communicating with other sources in order to appropriately identify account classification.

30 %

- Audit source documents.
- Follow-up with outside sources (Vendors, Financial Institutions, Members, Co-Workers).

- Explain code, statute, procedures, policies.
 - Make determinations as needed, post to Pension System.
-

E - Reconciliations

This position prepares multiple reconciliations including a- three way reconciliation between US Bank, Oregon State Treasury and PERS internal pension system. This reconciliation is performed to ensure accuracy between systems and identify/ resolve discrepancies. 20 %

- Reconcile source documents to OST and PERS Pension System.
 - Reconcile 45925 register to Monthly Bank Statement
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E - Reports and Registers

This position is also responsible for preparing the Cash Receipts Register. This register is adjusted monthly, by this position, for timing differences between constructive receipt of funds and posting to Oregon State Treasury. This position is responsible for the check stock register and the agency manual check register. These registers are prepared for each fiduciary account and part of the agency report used to upload manual check data into the PERS pension system. This position also prepares funding reports to support journal entries used to fund manual checks. 20 %

- Prepare 45925 register.
 - Prepare Check Stock register.
 - Prepare Manual Check register work with OPA 2 and IT to resolve any discrepancies before upload to Pension System.
 - Prepare Suspense account check registers; 45901, 45902, 45904, 45911, 45912.
 - Create manual checks according to audited source documents.
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E - System Support

This position is responsible for identifying and trouble-shooting existing issues with accounting systems. This position works with computer programmers from outside vendors as well as agency it staff to identify issues, recommend upgrades, and test new or modified accounting systems and report functionality. 20 %

- Identify issues or potential enhancements to accounting software.
 - Collaborate with Outside Vendors and IT staff to resolve or enhance accounting systems.
 - Test revisions and up-grades to accounting systems.
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N/E - Other duties as assigned.

- Assist supervisor and senior accountants with various other work as required, including resolving errors, cross-training and maintaining procedure manuals. 10 %
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Physical Requirements - Working Conditions

Describe any on-going working conditions. Include any physical, sensory and environmental demands. State the frequency of exposure to these conditions.

Standard office equipment/supplies. Regular and timely attendance is an essential function required to meet the demands of this job and to provide necessary services.

AT3 EFT Technician

Air-conditioned, non-smoking office; constant daily deadlines; frequently changing

priorities. Occasional after-hours and/or weekend work is required, particularly during fiscal year ending closing (July 1 thru August 31) and during calendar year-end interest distribution (Jan 10 thru March 15). Time off may be restricted during these dates due to a high volume of work. Deadlines can cause fluctuating workloads and job demands.

0 %

Guidelines

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

Section procedure manuals
Personal Computer Operating Manuals
Department of Administrative Services Administrative Rules
Oregon Revised Statutes (ORS)
Oregon Administrative Rules (OAR)
Oregon Accounting Manual (OAM)

How are these guidelines used to perform the job?

To comply with agency and Department of Administrative Services rules governing accounting for Transition Account Fund trust fund activity. Knowledge of GAAP is necessary to ensure correct allocation of contributions and accounting required for the program.

Work Contacts

With whom, outside of co-workers in this work unit, must this position regularly come in contact?

Who	How	Purpose	How Often
Members	phone, correspondence	outstanding checks	daily
Employers	phone, correspondence	discuss business	daily
Banks	phone, correspondence	discuss business	daily
Other Agency	phone, in person	discuss business	daily

Position Related Decision Making

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

AT3 EFT Technician

Decisions need to be made daily to prioritize work so that all deadlines can be met or the necessary help be arranged for in advance. Use considerable judgment as to steps to take when processing unusual check requests, researching a lost check or properly handling of unusual items. This position is responsible for auditing source documents and determine if the information in those source documents is sufficient to determine next course of action and to ensure that PERS is in compliance with GAAP, GASB, NACHA, Code, Statute, Policy and/or Agency Procedures. If the source document does not provide adequate information this position is charged with contacting the Vendor, Financial Institution, Employer, Employee or Co-Worker. They must explain the compliance issue sufficiently to ascertain the needed data therefor ensuring PERS compliance.

0 %

Review of Work

Who reviews the work of the position?

Mgr Classification	How	How Often	Purpose
X7002	review of work	as needed	to discuss problems and ascertain that work is in compliance with agency procedures and DAS Administrative Rules and to discuss problems, roadblocks, solutions, and planning as required.

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:

Ability to make accurate arithmetic calculations rapidly and have a good working knowledge of the application of bookkeeping principals. Must be able to treat confidential matters and material appropriately.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

Employees will be subject to a computerized criminal history background investigation. Adverse background data may be grounds for immediate disqualification.

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

Physical Demands - General Activities

- (N)ot Required - 0%
- (I)ntermittent - 1 - 5%
- (O)ccasional - 6 - 33%
- (F)requently - 34 - 66%
- (C)ontinuous - 67 - 100%

- Lifting <10 lbs
- Lifting >11-25 lbs
- Lifting >26-50 lbs
- Lifting >50 lbs

Physical Demands - Specific Activities

	% of Time	Notes
Sitting	C	Desk/Office
Standing	N	
Walking	O	Carpet/Short distances
Climbing/Balancing	N	
Reaching - with arms and hands	O	
Stooping/Kneeling/Crouching/Crawling	N	
Talking	O	

Hearing C

Lifting I

<10 lbs. Files/Paper

Vision - close, peripheral, depth, ability to adjust focus C

Organizational Chart

To view a copy of a current organizational chart, click [here](#).

Employee Statement of Understanding

I have read and understand the position description for my position. I am able to perform all of the essential functions of this position.

I agree to comply with the agency's compliance policies and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards of conduct to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with citizens and fellow employees.