

ANNOUNCEMENT NUMBER: OST12-0003  
CLASSIFICATION NUMBER: C1216  
OPEN: September 28, 2012  
CLOSE: October 19, 2012 at 11:59 PM  
LOCATION: Salem, Oregon

**ACCOUNTANT 2  
(EFT COORDINATOR)  
\$3132 - \$4562 PER MONTH DOE**

**GENERAL INFORMATION**

The Oregon State Treasury (OST) is one of the largest financial institutions in the State and fulfills the functions of commercial and investment banks for State agencies and local governments. Its mission is to provide financial stewardship for Oregon.

The Finance Division provides comprehensive and efficient services and support for State agencies, local government entities, and the public. This is accomplished through dedication to teamwork and a commitment to customer service. The Division maintains an effective working relationship between the banking community and the State of Oregon, redeems general obligation bonds and coupons issued by State agencies, performs various functions relative to the collateralization of public funds, and provides safekeeping services to various state agencies. The Division is also responsible for the administration of the Local Government Investment Pool, administration and development of OST's budget, financial reporting, and agency accounting.

The Division accounts for the State's multi-billion dollar investment portfolio and assists agencies with accounting for their part of the portfolio, it also acts as the State's bank providing checking and deposit accounts; various payment services including ACH, checks, and wires; and consulting services in the areas of ACH, lockbox, cash control, and cash flow maximization.

OST has a team-oriented environment. All employees are expected to support this effort and to participate cooperatively in training, development, management, and implementation of work teams.

This position contributes to the accomplishment of the division mission by providing primary support for ACH related issues, accurate and timely processing of state agency electronic funds transfers, and coordinating the accurate and efficient administration and maintenance of services for Local Governments.

**DUTIES AND RESPONSIBILITIES**

Responsible for the coordination and timely processing of all State agency incoming and outgoing wire transfers and faxed ACH origination requests by:

- Generating and reviewing a list of incoming wire transfers and notices received by fax
- Coding agency account number for input into system
- Reviewing outgoing wire transfer requests received from state agencies and local governments for possible issues, then processing requests.
- Verifying authorized signatures on all wire requests
- Researching wire related issues and questions received by agencies

Lead responsibility for technical support, troubleshooting and maintenance of the State Treasurer's ACH Network (STAN) by:

- Analyzing and resolving ACH origination file exception errors
- Researching ACH transactions originated by agencies, as requested
- Answering ACH related questions received from agencies
- Processing ACH reversal requests
- Setting up new STAN Agency Satellites on STAN Base and Bank Admin Utility (BAU)

- Processing maintenance/update requests received from STAN agencies
- Adding/Removing Company ID/Name and offset information
- Raising/lowering dollar limits
- Adding/Removing ACH transaction types
- Annual update of system calendars
- Checking the base for file holds multiple times each day and resolving issues, as needed

Coordinates the administration of the Local Government Investment Pool by:

- Serving as liaison between banks, local governments, and agencies
- Responding to questions and/or inquiries
- Providing user support/troubleshooting for Voice Response System (VRS)
- Researching and resolving local government transaction issues
- Citing and applying policies and ORS statutes in routine matters
- Evaluating requests from participating Local Governments
- Responding to requests for audit confirmations

Performs various analyses, investigations, and other miscellaneous duties assigned by the Manager of Banking Services. Includes backup coverage for other unit staff when away on vacation or ill.

Reconciles assigned bank statements to the Treasurer's records by:

- Receiving statements from banks
- Performing a complex reconciliation using statements from the banks and the Treasurer's reports
- Identifying unknown items
- Researching outstanding transactions
- Making necessary corrections/adjustments

Responsible for maintenance on Phoenix for Local Government accounts by:

- Verifying new participants qualify for participation in the Local Government Investment Pool.
- Opening and closing accounts
- Updating addresses and contacts/authorized signers accounts
- Monitoring negative account balances on the banking system; calling customer with overdrawn account to arrange a plan for correcting overdraft and following up to ensure balance is cleared

Participates and provides input to divisional and/or agency wide task forces committees.

Responsible for processing SFMS manual releases received via mail or fax.

## TO QUALIFY

You must have the following to qualify:

A CPA certificate; **OR**

Two years of professional accounting experience applying basic accounting theory and principles to examine, account for, reconcile, analyze, and interpret standard accounting data and records, **and either:**

- a Bachelor's degree in Accounting; **or**
- a Bachelor's degree in any discipline that includes or is supplemented by 30 quarter (20 semester) credit hours in accounting. Credit hours must be upper division from a system of higher education (four-year institution accredited to grant Baccalaureate degrees); **or**
- 30 quarter (20 semester) credit hours in accounting. Credit hours must be upper division from a system of higher education (four-year institution accredited to grant Baccalaureate degrees); **and** two years doing independent research and analysis which included making recommendations that resolved issues; **or**
- 30 quarter (20 semester) credit hours in any of the following: accounting principles, intermediate accounting, advanced accounting, finance, business law, cost accounting, accounting information systems, or auditing; **and** two years of accounting experience a) classifying, analyzing, and reconciling complex financial data and records; b) designing, recommending, and installing modifications of accounting methods, procedures, forms, and records; c) preparing

audited financial statements and reports; d) analyzing and interpreting laws, regulations, codes, and ordinances to ensure the legality of financial transactions; and e) analyzing and interpreting complex accounts and account relationships resulting in accounting entries; **or**

- 15 quarter (10 semester) **graduate-level** accounting credit hours may substitute for one year of the professional accounting experience. Graduate-level courses used to satisfy the educational requirement may not be used to satisfy the experience requirement

**Note: Although not required to apply for this position, it is desirable for the employee in this position to possess an AAP (Accredited ACH Professional) credential. If you do not currently have a credential, the successful applicant must be willing to obtain the credential after hire. OST will pay for preparation and testing fees.**

*In the "Work History" section on your application you must clearly describe your experience in each of the areas listed. Credits must be from an accredited college or university.*

*List the CPA certificate number in the License/Registration/Certificate section of the application.*

*If you are using education to meet the minimum qualifications for this position, you **MUST** attach a copy of your transcripts.*

## HOW TO APPLY

Apply using the State of Oregon on-line recruitment system (link below):

[Accountant 2 \(EFT Coordinator\) On-Line Application](#)

This recruitment will be used to fill one current vacancy. This position is represented by the Service Employees International Union. Prospective employees are subject to an extensive background check that may include, but not be limited to, validation of all application materials, prior employment and personal references, credit history, driving records, and fingerprint-based state and federal criminal and civil records. Adverse background data may be grounds for immediate disqualification.

For budgetary reasons, the State of Oregon requires employees to take mandatory unpaid furlough days through the end of the current biennium (June 30, 2013). SEIU represented employee furlough days are agreed upon in the current collective bargaining agreement. The number of required furlough days will be set by salary and start date within the biennium.

Your application materials will be reviewed to determine that you have the education and/or experience required for this position. Notice of results will be sent by e-mail. The timeframe for the notice of results may vary depending on the volume of applications received for this recruitment.

Note: OST does not offer visa sponsorships. Within three days of hire, all applicants will be required to complete the US Department of Justice form I-9, confirming authorization to work in the United States.

OST is an equal opportunity, affirmative action employer committed to a diverse workforce.