



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
12/10/2024

This position is:

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

Agency: Oregon Employment Department

Facility: Salem CO

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	<u>Accounting Manager 2</u>	b. Classification No:	<u>X7034</u>
c. Working Title:	<u>Accounting Manager</u>	d. PPDB No/WD ID:	<u>0002016</u>
e. Section Title:	<u>Administrative Business Services</u>	f. Agency No:	<u>47100</u>
g. Employee Name:	<u>Vacant</u>	h. Budget Auth No:	<u>270220</u>
i. Supervisor Name:	<u>Craig Cabrera-Manalo</u>	j. Repr. Code:	<u>MMS</u>
k. Work Location (City – County):	<u>Hybrid: Salem Central Office and remote</u>		
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 Employment Department is a large state agency with a mission to Support Business and Promote Employment. We accomplish this by accurately administering the unemployment insurance (UI) program for Oregon workers and business (Unemployment Insurance and Contributions and Recovery divisions); recruiting and referring applicants to job openings and assisting job seekers in their employment searches (Workforce Operations division); developing and distributing workforce and economic information (Workforce and Economic Research); administering a paid family and medical leave insurance program for Oregon workers and businesses (Paid Leave Oregon and Contributions and Recovery divisions); and providing administrative services to the Office of Administrative Hearings, which adjudicates citizen and business disputes with agencies.

The Oregon Employment Department fosters fairness, equity, and inclusion to maintain a workplace environment where everyone is treated with respect and dignity regardless of race, color, national origin, religion, sex, sexual orientation, gender identity, marital status, age, veteran status, disability, or status as a victim of domestic violence, harassment, sexual assault, or stalking. This policy applies to every aspect of our employment practices, including recruitment, hiring, retention, promotion, and training. A goal of the Oregon Employment Department is to become an employer of choice for individuals of all backgrounds and promote an inclusive workplace culture that encourages diversity and allows employees to excel.

This position is within the **Contracts and Procurement Services, Budget and Policy Analysis, Accounting Services, and Property and Risk Management** unit which exists within the Administrative Business Services section. The Administrative Business Services section supports agency operations through four core units: Budget and Policy Analysis, Contracts and Procurement Services, Financial Services, and Property and Risk Management. These units administer: the collection and analysis of fiscal information and the publishing of fiscal and economic data to support policy development and informed decision making; purchases, contracts, vendor management, and reporting; accounts receivable, accounts payable, travel reimbursements, accounting, and statewide annual financial reporting; and, facilities leasing and sub-leasing agreements, operations and maintenance of owned and leased facilities, vehicle management and monitoring, and safety and risk management. The section researches and develops effective ways to improve the agency's ability to achieve its mission and goals through performance measurement, strategic planning, and continuous improvement strategies, and serves as liaison between the Employment Department and the Legislative Fiscal Office, the Secretary of State, the Department of Administrative Services' Chief Financial, Procurement Services, Risk Management, and Enterprise Asset Management, and property owners and management companies.

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:

Provide professional, high-quality, efficient, calm, and confidential management, decisions, and support to the agency to ensure the continuity, coordination, and execution of the agency's operations. This position reports directly to the agency's Chief Financial Officer, Director of Administrative Business Services, or their delegate, and serves as a key liaison to the Department of Administrative Services' Office of the State Controller and Oregon State Treasury

This position carries out the goals and objectives of the Employment Department through management and supervision of the Accounting Unit by developing and implementing policies, procedures, and program priorities consistent with authoritative guidelines and by determining the most effective use of resources to provide services to the agency and its customers. This position is responsible for managing and determining system modifications for the financial management systems utilized by the agency. The Accounting Manager provides expertise, direction, technical advice, and training to the agency's leadership, management, and staff regarding fiscal policy, procedures, and activities, and application of local, state, and federal rules and regulations, agency policies and procedures, and rules, and guidelines.

As a member of the ABS management team, the Accounting Manager is the direct manager of the Accounting unit overseeing the workload for staff, collaborating with other units within the ABS section, and partnering with program areas to ensure fiscal needs are met by staff within the Accounting unit. This position is responsible for ensuring the accuracy and integrity of the agency's fiscal program, and ensuring accurate and timely fiscal information is available to the

Chief Financial Officer and Department leadership.

The Accounting Manager is responsible, as a member of management, for the implementation of the Department's Affirmative Action Plan and fulfilling the agency's affirmative action, diversity, equity, and inclusion goals and responsibilities.

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
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
60%	NC	E	Administrative Responsibilities: Manage Accounting activities relating to the planning, execution, and compliance of the agency's fiscal program, including but not limited to: • In collaboration with the Chief Financial Officer (CFO) and the Budget Manager, participates in the development of the agencies strategic fiscal program. • Provides accounting advice to CFO, Budget Manager, agency leadership, and other staff on accounting policies and procedures. • Serves as an agency liaison with DAS Office of the State Controller, State Treasury, Secretary of State, Federal grant partners, and the state's banking partner relating to the management for the agency's fiscal program. • Responsible for policy analysis on legislative issues, including legislative bills, and recommendations on implementation of strategies and resources needed to execute new legislation or agency initiatives and the intersection with accounting operations, policies, and procedures. • Insures and sustains a focus on excellent customer service and ongoing communication with internal and external customers and partners. • Develops both short and long-term goals and strategies. • Co-creates, empowers, and sustains a culture of continuous learning and process improvement. • Participates in the development and delivery of training programs as it relates to accounting and topics. • Ensures the agencies policies and procedures are in alignment with applicable rules, regulations, policies, and procedures, including but not limited to, internal control polices, Oregon's Accounting Manual, federal, and other regulations and guidelines applicable to the agency • Develops, implements, and maintains administrative internal controls, and financial practices. • Collaborates with the appropriate leadership to address identified deficiencies or concerns.

			• Responsible for the preparation, review, and submission of the agency's Comprehensive Annual Financial Report and associated statements and disclosures in conformity with generally accepted accounting principles (GAAP) applicable to state governments, preparation of grant and other financial reports for submission to the US Federal agencies, and the reporting of actuals. • Responsible for the development and implementation of the agency's cost allocation plan and submitted annually to the US Department of Labor. • Responsible for the development and maintenance of the agency's financial structure in the Statewide Financial Management Application and subsidiary systems. • Manages the agency's cash receipts and liquidated and delinquent receivables reporting program for annual reporting to the Legislative Fiscal Office and quarterly reporting to DAS Statewide Account Receivable Management (SWARM). • In collaboration with ABS Leadership, responsible for the development, execution, and maintenance the agency's asset management program. • Ensures accuracy, completeness, and timeliness of agency responsibilities related to Accounting's functions.
35%	NC	E	Staff Management: Manage a staff of accountants and support positions who participate in the management and oversight of the agencies accounting activities, including but not limited to: • Responsible for the oversight and operations of the Accounting unit, including the preparation of fiscal reports and maintenance of separate accounts on all state grants and federal programs. • Recruits, interviews, selects, hires, trains, and monitors staff performance. Completes quarterly Performance Accountability and Feedback (PAF) and annual goal setting with direct reports. • Addresses personnel issues, including initiating disciplinary actions, employee complaints, and grievances. • Assigns and reviews work and adjust workloads within the unit as required to effectively and efficiently utilize available personnel. • Develops position descriptions and workload assignments to assure adequate separation of duties and compliance with internal controls. • Evaluates unit priorities and realigns assignments as necessary to accomplish Accounting's, ABS's, and the agency's needs. Including the review and analysis of section priorities and emerging agency issues governed by accounting and fiscal policies and procedures to ensure sufficient resources and support are available to implement such changes effectively. • Foster a work environment free of discrimination and harassment and one that promotes employee career

			development, including access to appropriate on-the-job training. • Ensure that Accounting Unit staff treat co-workers with dignity and respect; model values included in the agency's strategic plan. • Leads unit staff meetings to disseminate information and establish expectations.
5%	N	NE	Other Duties as Assigned • Other duties and special projects as directed. • May be required to assist other section staff with workload or special projects as directed. • May participate in work teams, committees, special projects, or state-wide initiatives as directed.
100%			

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.

This position functions in a pleasant, highly visible, highly productive, fast-paced environment. The person must be able to produce quality work on multiple projects, sometimes with rigid and competing deadlines, with frequent interruptions. This position is hybrid.

Requires extended time working at a computer with frequent use of common office technology. Work may include long periods of sitting and/or standing. Normal office hours are standard; however, circumstances may require working a flexible schedule or additional hours or both to meet deadlines, especially during unit, section, or agency-wide initiatives and projects, or during trainings that require the individual to operate under pressure during what may be a real or perceived emergency. Occasional in-state and out-of-state travel may be required.

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.

- Federal rules, regulations, statutes, and guidelines related to the Employment Department
- Oregon Revised Statutes, Administrative Rules, manuals, policies and procedures
- County and city rules, regulations, statutes, and guidelines related to the Employment Department.
- Department of Administrative Services policies, protocols, and procedures
- Employment Department plans, policies, procedures, standards, and guidelines
- Collective Bargaining Agreements
- Americans with Disabilities Act requirements

- Equal Opportunity Act
- Oregon Accounting Manual (OAM)
- Accounting rules and regulations (GAAP, GASB, FASB)
- OED Accounting Policies and Procedures
- Office of Management and Budget (OMB) Circulars and other Department of Labor (DOL) Publications
- Code of Federal Regulations (CFR), related to Grants, Expenditures & Programs managed by OED
- United States Code (USC), related to Grants, Expenditures & Programs managed by OED

b. How are these guidelines used?

These guidelines provide general guidance, policy direction, and framework to the employee who must interpret and apply them as necessary to perform their functions. Knowledge of these guidelines is used to make recommendations to Employment Department executives, managers, and staff to maintain conformity, continuity, efficient, and effective operations of the agency.

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>			
Executive Leaders and Management	Verbal, virtual, written, and in-person.	To inform, consult, and advise leadership and management, to coordinate communication, strategies, projects, and information, including program and personnel management.	Daily
Employment Department employees	Verbal, virtual, written, and in-person.	To inform, consult, and advise employees, to coordinate communication, strategies, project, and information.	As needed
Federal Agencies	Verbal, virtual, written, and in-person.	To inform, consult, and advise employees, to coordinate communication, strategies, project, and information.	As needed
Legislative, Judicial, and Executive branches of the State	Verbal, virtual, written, and in-person.	To inform, consult, and advise employees, to coordinate communication, strategies, project, and information.	As needed
Tribal and other Governmental entities	Verbal, virtual, written, and in-person.	To inform, consult, and advise employees, to coordinate communication, strategies,	As needed

		project, and information.	
General Public, Press, Labor Unions	Verbal, virtual, written, and in-person.	To inform, consult, and advise employees, to coordinate communication, strategies, project, and information.	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

This position makes decisions relating to the agency's fiscal and financial operations to assure compliance with statutes, rules, policies, and regulations, and to ensure the best value is achieved for the expenditure of funds, and makes recommendations to managers on the interpretation of federal, Department, and statewide fiscal policy, procedures, and execution. Applies a high level of fiscal and technical knowledge and understanding of accounting, associated risks, and agency operations to execute the agency's financial management and associated reporting using discretion in determining the best possible course of action from possible alternatives and decisions. Choices, decisions, and courses of actions applied could have an adverse impact on successful program and agency operations, operating capital, trust fund balances, and audit compliance.

In most of these cases, the impact of poor decisions is a loss of efficiency, credibility, and/or customer service. In some cases, especially those regarding personnel issues, consequences of poor decisions may include inappropriate disclosure of personnel-related information and/or delays to personnel-related actions.

Errors in judgements or decisions could be harmful or detrimental to the scope, quality, budget, and timely delivery of the Employment Department's services and operations, other state agencies, partners, stakeholders, and vendors and supplies, and could result in significant material and monetary loss and legal litigation.

Must exercise diplomacy and discretion in responding to confidential and private information dealing with personnel actions and other confidential information. Requires ability to maintain confidentiality. Processes personnel related and other items containing confidential information, ensuring security, and confidentiality of the information is maintained, and timeliness requirements are met.

This position is responsible for decisions relating to planning, organizing, analyzing, evaluating, directing, and reviewing data or factual information for the continued effectiveness of employee performance within the Accounting unit. The individual in this position must decide on the most cost-effective use of resources.

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".

Budget and Fiscal Administrator 1 - Chief Financial Officer, Director of Administrative Business Services	0001281	Verbal, written, video, in-person	As needed	General guidance, review work, priority setting, coaching, training, specific feedback, annual review
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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? 18
How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- | | |
|---|--|
| ☒ Plan work | ☒ Coordinates schedules |
| ☒ Assigns work | ☒ Hires and discharges |
| ☒ Approves work | ☒ Recommends hiring |
| ☒ Responds to grievances | ☒ Gives input for performance evaluations |
| ☒ Disciplines and rewards | ☒ 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 requires successfully passing a criminal record check, which will require a fingerprint based records check, as a condition of employment. This position will become CJIS certified and is designated to have authorized access to Federal Tax Information (FTI). To verify identification, the employee shall be subject to a federal fingerprint-based record check and FTI fingerprint-based record check within 30 days of notice from management to verify identification.

Experience and demonstrated proficiency:

- Demonstrated knowledge and application of general principles, procedures, laws, and regulations in accounting, cash management, accounts receivables, accounts payables, fixed assets, and internal controls.
- Demonstrated knowledge of and experience with governmental (Federal, State, Local) accounting, internal controls, and financial reporting.
- Preference may be given to a licensed Certified Public Accountant (CPA), Certified Management Accountant (CMA), or Certified Government Financial Manager (CGFM).
- Must possess excellent communication, problem solving, conflict resolution, relationship management, and team building skills utilizing an inclusive and collaborative style.
- Demonstrated experience working with diverse activities, large volumes of financial functions, multiple revenue sources, and diverse people, often under short timeframes and stressful conditions.
- Demonstrated record of leadership across multiple levels of an organization and the management and development of professional staff.

- Demonstrated knowledge and application of business and management principles involving strategic planning, resource allocation, production methods, service delivery, performance measurement, and process improvement.
- Demonstrated application of sound judgment and the ability to interpret, analyze, recommend, establish, implement, prioritize, and follow policy direction.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".		
Personal Services, Services & Supplies (Accounting Unit—025)	\$4.7M for 2023-2025 Biennium.	OF and FF

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