



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
10/20/25

Agency: 471

Facility: Salem, OR Employment Building

☐ New ☒ Revised

This position is:

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

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Accountant 3</u>	b. Classification No: <u>1218</u>
c. Working Title: <u>Senior Accountant</u>	d. PPDB No/WD ID: <u>2110418</u>
e. Section Title: <u>Financial Services</u>	f. Agency No: <u>47100</u>
g. Employee Name: _____	h. Budget Auth No: <u>1381867</u>
i. Supervisor Name: <u>Wendy Feth</u>	j. Repr. Code: <u>MMN</u>
k. Work Location (City – County): <u>Salem – Marion County</u>	
l. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
m. FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	If Exempt: <input type="checkbox"/> Executive/Supervisory <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Computer
n. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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 Financial Services 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; central payroll services, 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 support to the agency. The incumbent in this position is responsible for assisting the Financial Services Manager in ensuring that accounting functions are carried out in full compliance with federal and state law, state and agency policy, and Generally Accepted Accounting Principles. These Accounting functions to include cash management, accounting and reporting systems, the cost allocation system, the OED timekeeping and state payroll system, accounts payable and receivable process and other support functions to include property, and financial accounting policy interpretation and enforcement. The Financial Services unit includes a staff of 18.

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”.			
50%	R	E	Accounting and Reporting <ul style="list-style-type: none">• Prepare fiscal reports and maintain separate accounts on numerous funded programs• Responsible for ensuring the agency’s accounting records conform with Generally Accepted Accounting Principles (GAAP) applicable to state governments

			<ul style="list-style-type: none"> Coordinate as appropriate with Department of Administration (DAS)
			<ul style="list-style-type: none"> Review and approve other accountants/or clerks' batches in Statewide Financial Management Application (SFMA)
			<ul style="list-style-type: none"> Manage agency use of Statewide Financial Management Application (SFMA) accounting program and train staff on use. Includes reviewing system for completeness and accuracy of accounting coding structure as it relates to Financial, Schedule of Financial Awards (SEFA) and budget reporting.
			<ul style="list-style-type: none"> Responsible for the interpretation and application of financial accounting and control policies; may develop internal accounting policies or procedures to guide agency accounting effort for compliance with GAAP and the Oregon Accounting Manual (OAM)
			<ul style="list-style-type: none"> Prepare year-end lease accruals and disclosures (GASB 87)
			<ul style="list-style-type: none"> Modify existing or develop new or creative solutions to complex accounting procedures to improve operational effectiveness and overcome efficiency shortcomings; and as applicable, propose automation to agency processes and involve other administrative (such as IT) or program units.
			<ul style="list-style-type: none"> Prepare year-end journal entries and disclosures in coordination with other accountants
			<ul style="list-style-type: none"> Account for and report capital assets for agency in accordance with government accounting standards (GASB) and Oregon accounting manual (OAM)
35%	R	E	Cost Allocation Plan and SWCAP Reporting
			<ul style="list-style-type: none"> Prepare: mainframe table updates for Cost Allocation process; RTI percentage updates or other methods for allocation of costs amongst cost objectives
			<ul style="list-style-type: none"> Prepare agency's annual cost allocation plan for submission to Federal Department of Labor (DOL)
			<ul style="list-style-type: none"> Prepare the agency's annual Statewide Cost Allocation Plan (SWCAP) reporting for the Office of Administrative Hearings and submit to DAS
5%	R	E	Cash Management
			<ul style="list-style-type: none"> Act as liaison with State Treasurer, Secretary of State, other state departments, and federal funding agencies
			<ul style="list-style-type: none"> Prepare Cash Management Improvement Act (CMIA) Report annually in accordance with Federal regulations (31 CFR 205).
			<ul style="list-style-type: none"> Review and process File Transfer Protocol (FTP) for Common Service Grant Pool (CSGP), Contributions and Recovery (C & R), and Modernization Allocation Batches
5%	R	E	OED Timekeeping and State Payroll System
			<ul style="list-style-type: none"> Run weekly Workday Error Report
			<ul style="list-style-type: none"> Manage Worktags in Workday by creating new Worktags or editing them to reflect correct grant and program codes which includes accessing OED old time system and Mainframe system
5%	N	NE	Other Duties:
			Other duties and special projects as directed
			May be required to assist other section staff with workload or special

			assignments as directed
			May participate in teams, committees, special projects, or state-wide initiatives as directed
			Foster and promote the importance and value of a diverse, discrimination and harassment-free workplace. Respect diversity of opinions, ideas, and cultural differences. Support outreach and diversity-related efforts to diversify the workplace
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. Duties are generally performed hybrid work model, which may result in on-going audible distractions. The working conditions require working partly in an assigned physical work location, and partly remotely – at home.

This position has daily contact with co-workers, customers, partners, and others from the Employment Department, federal and state governments, and other entities. The position has extensive contact with staff in Administrative Business Services. All communications require care to maintain and constantly improve relationships with internal and external customers, stakeholders, and peers; and, must deal with customers in a calm and courteous manner.

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 training 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
- 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, Equal Opportunity Act
- OMB Circulars
- GAAP, GASB and Financial Accounting Standards Board (FASB)

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, efficiency, 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?
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
Employment Department employees	Verbal, written, video, in person	In carrying out position duties	As needed
Federal Agencies	Verbal, written, video, in person	In carrying out position duties	As needed
Legislative, Judicial, and Executive branches of the State	Verbal, written, video, in person	In carrying out position duties	As needed
Tribal and other Governmental entities	Verbal, written, video, in person	In carrying out position duties	As needed
General Public	Verbal, written, video, in person	In carrying out position duties	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

The primary decisions made by this position include:

- Recommendations on the interpretation of federal and state laws and regulations
- Determination of fiscal status reporting, contracts, and purchases

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.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".				
Accounting Manager	2016	Verbal, written, video, in person	As needed	General guidance, review work, priority setting, coaching, training, specific feedback, quarterly reviews

SECTION 9. OVERSIGHT FUNCTIONS**THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

a. How many employees are directly supervised by this position? _____
How many employees are supervised through a subordinate supervisor? _____

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> 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 discretion and strict adherence to confidentiality. This position may handle and process sensitive and confidential information.
- As an Accountant 3 this position is vital to the agency's operation, the person in this position must exercise sound judgement and interpret, analyze, prioritize and follow policy direction.
- This position requires successfully passing a criminal background check, which may require a fingerprint-based background check, as a condition of employment.

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 curser at end of a row (outside table) and hit "Enter".		

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_____
Date