



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
1/7/2026

This position is:

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

Agency: Oregon Employment Department

Facility: Salem Central Office

New Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Accounting Supervisor 2
b. Classification No: 7036
c. Working Title: Accounting Supervisor
d. PPDB No/WD ID:
e. Section Title: Administrative Business Services
f. Agency No: 47100
g. Employee Name:
h. Budget Auth No:
i. Supervisor Name: Wendy Feth
j. Repr. Code: MMS
k. Work Location (City – County): Hybrid: Salem Central Office and remote

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, Financial 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; 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:**

The Accounting Supervisor carries out the goals of the agency through supervision of the Accounting Unit by administering existing guidelines. The position will supervise the Accounts Payable, Accounts Receivable, and Cashier Desk teams. Will be accountable for communicating the decisions on operational plans and strategic planning set forth by the Accounting Manager and Chief Financial Officer. This position supervises various technical teams that are responsible for performing financial functions, ensuring all aspects of hiring, supervising, training, mentoring, and feedback is adhered to. This position coordinates daily activities to oversee the workload for the staff, and quality of the performance and work products to ensure the integrity of the agency’s fiscal program are accurate, timely, and in compliance.

**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
90%	R	E	<b>Staff Management:</b> <ul style="list-style-type: none"> <li>Supervises accounting activities related to the execution and compliance of the agency’s fiscal program, following existing</li> </ul>

			<p>Federal rules, regulations, statutes, and guidelines related to the Employment Department, Accounting rules and regulations (Generally Accepted Accounting Principles, Governmental Accounting Standards Board, Financial Accounting Standards Board), Office of Management and Budget (OMB), Department of Labor (DOL) Publications, Code of Federal Regulations (CFR) related to Grants, Expenditures and Programs managed by the agency.</p>
			<ul style="list-style-type: none"> <li>• Manages the work performance of all staff, ensuring the regulations outlined in the Oregon Accounting Manual (OAM) are strictly adhered to.</li> </ul>
			<ul style="list-style-type: none"> <li>• Oversees daily operations of technical staff to ensure workloads are distributed in accordance with the unit's budget, staffing plans, and Position Descriptions. Ensures the work being performed is delegated in accordance with the guidelines. Assigns work and adjusts workloads as required to effectively and efficiently utilize available personnel.</li> </ul>
			<ul style="list-style-type: none"> <li>• Responsible for the oversight and operations of the unit, including the preparation of fiscal reports and maintenance of separate accounts on all state grants and federal programs.</li> </ul>
			<ul style="list-style-type: none"> <li>• Performs the functions of a hiring manager to fill vacancies which include recruiting, interviewing, scoring, checking references, and offering the position. Partner with the assigned Recruitment Analyst.</li> </ul>
			<ul style="list-style-type: none"> <li>• Facilitates quarterly Performance Accountability and Feedback (PAF) meetings, establishing yearly goal setting with staff. Give feedback to staff to manage expectations and performance. Document progress and conversations.</li> </ul>
			<ul style="list-style-type: none"> <li>• Provides career development opportunities, coaching and training. Bring about a common understanding of the functional areas work and how it impacts others, and the why behind the responsibilities.</li> </ul>
			<ul style="list-style-type: none"> <li>• Managed established Key Performance Indicators set forth by the Accounting Manager, ensuring deadlines are met, work products are accurate, and internal processes are followed.</li> </ul>
			<ul style="list-style-type: none"> <li>• Conducts in-depth quality control and quality assurance checks to ensure consistency and accuracy are embedded in the daily tasks.</li> </ul>
			<ul style="list-style-type: none"> <li>• Sustains a culture of continuous learning; utilizes change management techniques to facilitate internal process improvement.</li> </ul>
			<ul style="list-style-type: none"> <li>• Performs onboarding and offboarding tasks to ensure agency responsibilities are maintained when staff are hired or leave the agency.</li> </ul>
			<ul style="list-style-type: none"> <li>• Develops position descriptions and workload assignments to ensure adequate separation of duties and compliance with internal controls.</li> </ul>

			<ul style="list-style-type: none"> <li>Collaborates with the Accounting Manager to address gaps, deficiencies or concerns. Ensure staff have the equipment and training they need.</li> </ul>
			<ul style="list-style-type: none"> <li>Reviews current business processes to examine methods to streamline and implement innovative methods.</li> </ul>
			<ul style="list-style-type: none"> <li>Ensures the agency is managing the State P-Card of Oregon Transaction System (SPOTS) card in accordance with the statewide policy and other agreements and guidelines. In collaboration with the Accounting Manager, initiate process improvements to how the agency manages this service.</li> </ul>
			<ul style="list-style-type: none"> <li>Works closely with contractors to ensure accurate coding and documentation occurs.</li> </ul>
			<ul style="list-style-type: none"> <li>Addresses personnel issues, including initiating disciplinary actions, employee complaints, and grievances.</li> </ul>
			<ul style="list-style-type: none"> <li>Manages the agency's cash receipts as it pertains to the cashier function 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).</li> </ul>
			<ul style="list-style-type: none"> <li>Evaluates the priorities and adjusts assignments as necessary to accomplish deadlines and other key performance indicators.</li> </ul>
			<ul style="list-style-type: none"> <li>Lead regular staff meetings to disseminate information and establish expectations. Lead meetings to solicit training and coaching needs.</li> </ul>
			<ul style="list-style-type: none"> <li>Daily review of Statewide Financial Management Application batches generated by staff for accuracy of coding, correct authorizations, and amounts.</li> </ul>
			<ul style="list-style-type: none"> <li>Assist staff in obtaining necessary information and/or approvals from project managers to expedite payment of invoices and billing of invoices.</li> </ul>
5%	R	E	<p><b>Administrative Responsibilities:</b></p> <ul style="list-style-type: none"> <li>In collaboration with the Chief Financial Officer (CFO) and the Accounting Manager, may participate in the development of long-term goals, strategic fiscal planning, and program evaluation.</li> </ul>
			<ul style="list-style-type: none"> <li>Ensures a focus on excellent customer service is maintained and ongoing communication with internal and external customers and partners is a priority.</li> </ul>
			<ul style="list-style-type: none"> <li>Be a good steward of the Enterprise-level Span of Control ratio, remaining in compliance.</li> </ul>
5%	NC	NE	<ul style="list-style-type: none"> <li>Other duties, as assigned. Conduct special project work, as directed. Assist other section staff with workload, as directed. May participate in work teams, committees, or statewide initiatives, as directed.</li> </ul>

## 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.

The work assigned for this position is completed through a remote work model. The working conditions require working partly in an assigned physical work location, and partly remotely – at home or from another approved workspace.

## 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 DAS Form – 2006 (Rev 2024) Page 6 of 9
- 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 employees 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?
Agency employees and managers	Verbal, virtual, written, in-person	Inform, consult, advise, and coordinate	As needed

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

## SECTION 7. POSITION RELATED DECISION MAKING

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

Choices, decisions, and courses of actions relating to accounting operations to assure compliance with statutes, rules, policy, and regulations could have an adverse impact on successful program and agency operations, budget monitoring, 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 judgments 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 with accounting staff.

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

Accounting Manager 2	000000048109	Verbal, written, video, in-person	Monthly, as needed	Guidance, review work, feedback, training
Budget and Fiscal Administrator 1 (CFO)	000000040085	Verbal, written, video, in-person	Monthly, as needed	Guidance, review work, feedback, training

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

a. How many employees are directly supervised by this position? 7  
 How many employees are supervised through a subordinate supervisor? 0

- b. Which of the following activities does this position do?
- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Plan work               | <input checked="" type="checkbox"/> Coordinates schedules                    |
| <input checked="" type="checkbox"/> Assigns work            | <input checked="" type="checkbox"/> Hires and discharges                     |
| <input checked="" type="checkbox"/> Approves work           | <input checked="" type="checkbox"/> Recommends hiring                        |
| <input checked="" type="checkbox"/> Responds to grievances  | <input checked="" type="checkbox"/> Gives input for performance evaluations  |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" 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 successfully passing a criminal record check, which will require a fingerprint based records check, as a condition of employment. This position 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.

Traveling to physical offices throughout the state for trainings, meetings, or assistance may be necessary.

**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".

n/a		

### 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