STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
June 23, 2023

This position is:
☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc – Confidential

Agency: Oregon Department of Energy

Facility:

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Accounting Technician	**b.** Classification No:	C0212
c. Effective Date:	July 1, 2021	**d.** Position No:	9212313
e. Working Title:	Accounting Technician	**f.** Agency No:	33000
g. Section Title:	Finance & Operations	**h.** Budget Auth No:	
i. Employee Name:	VACANT	**j.** Repr. Code:	UA
k. Work Location (City – County):	Salem – Marion		
l. Supervisor Name:	Danae Hammitt		

m. Position: ☐ Permanent ☐ Seasonal ☒ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

n. FLSA: ☐ Exempt ☒ Non-Exempt
If Exempt: ☐ Executive ☐ Professional ☐ Administrative
o. 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 Oregon Department of Energy's vision is to lead Oregon to a safe, equitable, clean, and sustainable future. ODOE helps Oregonians make informed decisions and maintain a resilient and affordable energy system. We advance solutions to shape an equitable clean energy transition, protect the environment and public health, and responsibly balance energy needs and impacts for current and future generations. ODOE helps Oregonians improve the energy efficiency of their homes, provides policy expertise to prepare for Oregon's future energy needs, staffs the Energy Facility Siting Council, provides technical and financial assistance to encourage investments in energy efficiency and renewable energy resources, represents Oregon's interests in the cleanup of the Hanford nuclear site, and ensures state preparedness to respond to energy-related emergencies. ODOE employs approximately 93 employees and is funded with revenue from more than 40 sources, including $74.4 million in general funds, $78.8 million in other funds, $3.1 million in federal funds, $3 million in lottery funds debt service, and $31.6 million in non-limited loan program and debt service funds.

The Central Services Division supports the agency's mission by providing management information and business support functions to aid in the efficient delivery of services and to ensure the financial integrity of program operations. The Central Services Division is responsible for (1) developing and monitoring biennial budgets for the agency, (2) monitoring the cash flow for each dedicated funding source, (3) contract development, (4) grants management, (5) financial services, (6) purchasing, (7) information services, (8) records management, and (9) reception.

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 support, research, and analysis for implementation and administration of accounting procedures, ensuring accuracy and compliance with state, and federal laws, and agency rules, policies, and procedures. Support the incentive programs by processing payments, and reports, and assisting with projects and other tasks for the Central Services Division.

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
60%	**R**	**E**	**Accounts Payable**
			• Prepare agency invoices for approval and payment by ensuring they are accurate and processed through our internal approval system. • Investigate any issues or delays with approvals by researching and following up with internal staff and management. • Retrieve program information as needed for special reports. • Regularly prepare financial and statistical reports and other detail and summary reports in support of the program. • Analyze payable invoices and claims for integrity and documentation accuracy. • Input and maintain accounts payable information in the State Financial Management Application (SFMA), if necessary. • Compile payment requests into batches and, in accordance with ODOE's accounts payable procedures and the Oregon Accounting Manual, input payment batches into SFMA. • Assist with projects and tasks in support of the agency such as organizing documents, investigating issues or delays with processing times, helping to create spreadsheets and tracking methods for various tasks (including but not limited to SPOTS payments, travel reimbursements, incentive payments), and documenting processes and procedures.
35%	**R**	**E**	**Incentive Program Accounting Support**
			• Help to review and process Energy Development Services (EDS) incentive payments including receiving, reviewing, and processing through our internal approval system. • Coordinate with accounts receivable staff on rebates and incentive payments to be awarded; ensure accurate and timely payment to eligible applicants. • Review incentive payments for duplication and accuracy.
5%	**R**	**E**	**Central Services Division and Agency Support**
			• Collaborate and coordinate with the Human Resources Section on the selection process. Create interview panel member materials, including the formatting of interview questions, panel member agreements, and all other related documents. • Facilitate the selection process by contacting applicants and scheduling interview activities, answering applicants' questions

			about the process, and sending instructions or notifications to applicants. Ensure receipt of and review reference release forms for completion before the first round of interviews. Contact the applicant for any additional information that may be necessary. • Collect and return all candidate selection documents to the agency recruiter. • Prepare agency-wide onboarding binders. • Answer telephone calls from the main number. • Provide first-line contact, both in person and over the telephone for public inquiries. • Respond to general questions, and specific agency program questions, and provide guidance and instructions to external partners and the public. • Forward calls and messages for complex questions. • Greet visitors, request sign-in as appropriate and direct visitors to their destination. • Receive, track, and deliver incoming priority mail and packages. • Assist with sending packages and outgoing mail.
On-going	**NC**	**E**	• Perform position duties in a manner that promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. • Engage in team participation and collaboration through a willingness to assist and support co-workers, supervisors, and other work-related associations. • Develop good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and collaborating to resolve problems constructively. • Demonstrate openness to constructive criticism and suggestions to strengthen work performance. • Contribute to a positive, respectful, and productive work atmosphere. • Foster and promote the importance and value of a diverse and discrimination and harassment-free workplace. • Respect diversity of opinions, ideas, and cultural differences. • Regular attendance is required to meet the demands of this job and to provide necessary services. • Maintain confidentiality of information that is exempt from disclosure under Oregon's public records law. • Use time management skills to meet expectations for quality, timeliness, and resources.

SECTION 4. WORKING CONDITIONS

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

The office environment is an open landscape with cubicles and audible distractions. This may include exposure to volatile or stressful situations and critical/hostile people. Requires long periods of sitting, standing, and using a keyboard for word processing. The work requires lifting up to 50 pounds, bending, crouching, use of arms above the shoulders, and standing. The work environment includes the use of electronic audio/visual/computer hardware equipment. These working conditions are experienced daily. Employees must be able to complete work tasks under these types of conditions in this type of environment. Must be available to work a regular 40-hour, Monday through Friday work schedule.

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.

Secretary of State, Archives Division Rules
Department of Administrative Services Administrative Rules
Department of Energy Policies and Procedures
Department of Energy Administrative Rules
Oregon Revised Statues
ODOE desk procedures
ODOE Records Management Manual

b. How are these guidelines used?

Guidelines are used in responding to questions from ODOE staff, state and federal entities, or the general public. Also used in determining compliance for processing work-related forms and documents. To ensure the information provided to the public is consistent with program operations. Ensure proper procedures are followed to provide the best possible service to the Agency and the public.

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?
All agency staff	Memo, Letter, Phone, Fax, In Person, Email	Provide/Receive Information	Daily
General public	Memo, Letter, Phone, Fax, In Person, Email	Provide/Receive Information	Daily
State agencies	The memo, Letter, Phone, Fax, In Person, Email	Provide/Receive Information	Weekly
Federal agencies	Memo, Letter, Phone, Fax, In Person, Email	Provide/Receive 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 requires the ability to understand and respond to questions to gain the public's compliance with the rules and regulations for Agency programs and services or refer them to the appropriate program personnel. Make competent decisions in determining how to handle difficult or emergency situations if necessary. Good judgment in prioritizing workload and routing incoming telephone calls and mail. The effect of bad decisions or misinformation is the potential for disgruntled or irate customers or staff.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
PEM E	0032001	Through informal conversations and meetings	Periodically	Establish expectations, measure progress, provide feedback, and evaluate the effectiveness

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 0

How many employees are supervised by a subordinate supervisor? 0

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

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ Prepare & signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at the time of hire that is not already required in the classification specification:

- Must successfully pass a criminal background check.
- Employee is required to possess and maintain a valid driver's license issued by the state where the employee resides and maintain a satisfactory driving record.

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