

The Enterprise Goods and Services Division (EGS) offers centralized services to state government. EGS services are provided through operational programs which include Shared Financial Services, Financial Business Systems, Procurement Services, Publishing & Distribution, and Risk Management.

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:

Provides accounting guidance, direction and assistance to DAS and various customers regarding the appropriate accounting operations as a state agency and compliance to State rules and regulations. This position determines the appropriate accounting system functions, resolves errors, balances the accounts, ensures data integrity and monitors fiscal activities for these agencies. The position examines, analyses, and interprets multiple account and fund coding, and inputs verified accounts payable documents.

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
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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”.

85%	NC	E	<p>Accounts Payable Coordination</p> <p>Reviews, interprets and processes multiple agencies accounts payable, travel expenses, financial contracts, pre- and post-audit billings and payments. Reviews documentation to determine dollars owed to vendors, or that the state is eligible to receive. Interprets and applies State rules and regulations to customer accounts payables (AP) documentation and explains application of governing regulations to agency directors and staff.</p> <p>Assures compliance with governing regulations. Monitors and gives information to customers and DAS staff. Communicates and collaborates accounting policies, practices and procedures with customers and DAS staff. Researches system and personnel errors, and determines the necessary steps to correct data entry, posting, or processing errors or the adjustments necessary to produce correct financial reports when requested by agency personnel. Monitors and analyzes payables activity for the agencies. Evaluates coding to ensure that the payable information is valid and will post the expenditure to the proper object and program classification. Determines the most appropriate transaction-code and document type to compliment the agency object for document completion. Codes accounts payable invoices for multiple customers.</p> <p>Determines if the R*STARS invoice will be processed as a warrant or as a transfer. Prioritize entries to make timely payment processing of expenditures and determine due dates to take advantage of discounts available and cash management principles. Determines vendor number using on-line SFMS screens. Contacts vendor directly as a last resort to ascertain the correct Federal Employer Identification Number (FEIN). Initiates and establishes new vendor accounts into the SFMS vendor files. Independently corrects errors in the statewide</p>
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		<p>SFMS system for vendor information. Researches necessary receiving agency accounts receivable transfer information for non SFMS agencies that doesn't make the transition across system lines. Examines for accuracy and balances expenditures.</p> <p>Audits dollar amounts, discounts, extensions, past due amounts, purchase orders and payment authorization. Independently corrects differences in invoiced and contracted amounts that are within the amount authorized by the agency to be expended. Contacts agency fiscal officers for an explanation if the differences between invoiced and contract amounts exceed the authorized expenditure. Examines invoice for propriety and reasonableness regarding State rules and regulations. Analyzes and corrects discrepancies between invoice, purchase order and receiving document. Batches according to document types, screen types, effective dates, in R*STARS. Reconciles agency accounts payable invoices to statements and vendor payment history.</p> <p>Determines correct Transaction-Code (T-Code) and other agency coding. There are numerous agency accounting structures, each with very different Program Cost Account (PCA) and object codes. This position maintains an individual notebook of accounting structures, codes and information for each agency that enables the staff person to determine the correct accounting data for the agency expenditure process. The ability to transition from one agency structure to a different agency structure is very important. Process transfer transactions by determining if transfers will be via Statewide Financial Management Services (SFMS) to SFMS or SFMS to an external accounting system. Makes the determination if the invoice has been generated by the accounting system and therefore has an outstanding accounts receivable or is a non-system generated transaction with no accounts receivable (AR). Evaluates and classifies the appropriate accounts receivable general ledger information for SFMS non-system generated invoices. Enters both accounts payable and accounts receivable subsidiary ledger information for every transfer. Totals invoices and compares with computer generated batch total. Follows detailed balancing procedures to detect and correct any errors. Input multiple agencies documents into accounting system.</p> <p>Processes transactions including adjustments and biennial closing entries. Processes and tracks requested travel advances, providing notification to the agency until the advance has been cleared.</p> <p>Receives daily warrants and distributes to the appropriate agencies. Prepares other warrants and their documents to be mailed to vendors. Verifies that daily batches have cleared the system successfully. Maintains customer auditable payables files.</p> <p>Communicates operational procedures and requirements to Client Agency Executive Directors and Fiscal Managers. Interprets and explains operational rules related to the Oregon Accounting Manual (OAM). Coordinates the flow of agency payables documents to DAS</p>
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			accountants through the releasing system to successfully comply with performance measures. Answers technical questions from DAS accountants regarding payables documents, procedures, and travel policies. Assigns and reviews accounts payable work for accuracy and completeness. Maintains record changes affecting multiple collective bargaining agreements. Determines possible modifications to statewide accounting system and communicates both verbally and in writing to appropriate SFMS personnel to help facilitate a better understanding at the agency level. Independently develops tools, macros and forms to facilitate more functional procedures and a greater understanding of the payables data. Prepares special statements and/or schedules and decides the suitable format for delivery to customers and DAS staff. Provides back-up assistance to other positions in the work unit as necessary or requested. Responds to State Auditor requests for information.
15%	NC	NE	<p>Other duties</p> <p>Oversees the verification of the 1099-Misc reports for customers. Oversees and researches data for the Outstanding Warrant reports. Independently reviews and initiates cancelled warrant actions, as well as the re-issuing of duplicate warrants for customers. Attends various trainings to enhance job related skills and knowledge. Participates in review of statewide travel policies to develop and provide travel training to all SFS customers</p> <p>Maintains task list and time system. Attends weekly staff meetings and other divisional meetings. Creates and maintains a desk procedure manual. Other duties as assigned.</p>
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.

Duties are performed in a cubicle office design resulting in on-going audible distractions. Requires the ability to work for extended times at a computer terminal with frequent use of common office technology, including phones, computers, and copiers. Work may include long periods of sitting and standing. Duties are performed in an office environment under tight timelines and quality control expectations. There are numerous short deadlines that may occur throughout the year and timeframes for vacations may vary due to these deadlines. Occasional lifting of boxes of up to 30 pounds may be necessary. Occasional travel for meetings may be required and working in excess of normal duty hours.

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.

- Generally Accepted Accounting Principles (GAAP)
- Oregon Accounting Manual (OAM)
- Principles of internal control structure
- Principles of cost and governmental accounting

- Accounting for Capital Assets (GFOA)
- SFMS Policies, Procedures and Desk Manual
- R*STARS Reference, Data Entry, System Management Guides, Report Guide, Technical Manual
- Oregon Revised Statutes (ORS)
- Federal laws and regulations
- Collective Bargaining Agreement (SEIU)
- Oregon Administrative Rules
- Statewide, DAS, and Department Policies and Processes
- OMB Circular A-87
- Audit Reports
- Budgeting guidelines & Legislative Concept Instructions

b. How are these guidelines used?

Provides guidance to delineate the scope and boundaries of accounting operations. These guidelines provide the structure in which performance is measured, assurance the Department stays within legal limits and offers aid in interpretation of the laws.

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>			
Customers	Phone, In Person, E-mail	Consultation and to provide assistance for financial transactions, data and reports.	As needed
DAS staff and other governmental entities	Phone, In Person, E-mail	Consultation and to provide assistance for financial transactions, data and reports.	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions are made regarding the correct transaction processing for a variety of customer needs. Responding correctly to questions from customers and employees, based on statewide policies, is very important. Decisions related to AP payments, compliance to OAM rules, correct coding, and sufficiency of documentation are essential for this position. Inaccurate information or interpretation could result in a violation policy or procedure.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
PEM D	1808511	In Person	Daily	To ensure accuracy and completion of assignments on time.
		Written / in person	Annual	Performance Evaluation

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

- a. How many employees are directly supervised by this position? _____ N/A
 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 is subject to a criminal records check, which may require fingerprints. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check (FBI). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. Working in a team oriented environment requires participative decision making and cooperative interactions among staff and management. You are to be aware of Affirmative Action and the department's diversity strategies and goals.

Additional skills, abilities and desired attributes:

- Experience with accounts payable fundamentals
- Knowledge of the Statewide Financial Management Application (SFMA).
- Ability to establish priorities for work and provide consistent accomplishment of those priorities.
- Ability to communicate effectively in person, by telephone, and correspondence.
- Remain current with various software applications, as well as other aspects of the profession.
- Excellent communication skills
- Prioritization of work in this position is critical due to short accounting deadlines.
- Experienced providing customer service in person, by phone and in writing.
- Experience with fundamentals of GAAP, the OAM, and statewide internal controls.
- Experience interpreting and applying state rules, policies, regulations, and processes.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
N/A		

Note: If additional rows of the below table are needed, place cursor 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, and employee's name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date