



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
02/02/2026

This position is:

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

Agency: Oregon Criminal Justice Commission

Facility: McGilchrist House

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Accounting Technician</u>	b. Classification No: <u>C0212</u>
c. Working Title: <u>Accounting Technician</u>	d. PPDB No/WD ID: <u>PPDB 000027</u> <u>WD 066185</u>
e. Section Title: <u>Operations Division</u>	f. Agency No: <u>21300</u>
g. Employee Name: _____	h. Budget Auth No: <u>1055640</u>
i. Supervisor Name: <u>Aviles-Leon, Gerardo</u>	j. Repr. Code: <u>UA</u>
k. Work Location (City – County): <u>Salem – Marion</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 type="checkbox"/> Exempt	If Exempt:	<input type="checkbox"/> Executive/Supervisory	n. Eligible for Overtime:	<input checked="" type="checkbox"/> Yes
	<input checked="" type="checkbox"/> Non-Exempt		<input type="checkbox"/> Administrative		<input type="checkbox"/> No
			<input type="checkbox"/> Professional		
		<input type="checkbox"/> Computer			

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 mission of the Oregon Criminal Justice Commission (CJC) is to improve the effectiveness and efficiency of state and local criminal justice systems by providing a centralized and impartial forum for statewide policy development and planning.

The primary duty of the agency is the development and maintenance of a comprehensive, long-range plan for a coordinated criminal justice system in Oregon that encompasses public safety, crime reduction and prevention, and accountability, treatment and rehabilitation for individuals involved. The scope of this work includes:

- Analyzing crime, prison use, recidivism and other public safety outcomes throughout Oregon
- Estimating the fiscal and racial/ethnic impact of statewide public safety legislation and initiatives
- Coordinating advisory committees and technical assistance related to criminal justice reform
- Administering federal and state grants aimed at local justice system improvements and innovations

This position is established within CJC's Operations Division. The Operations Division is responsible for the agency's business processes including budget and finance, procurement, federal grant management, and agency-wide operational and emergency planning. The work conducted by this division supports the administrative and fiscal integrity of the agency.

- 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:**

Ensure accurate and compliant financial operations for the agency by processing financial transactions, maintaining fiscal accounts and records, and reconciling discrepancies. This work provides reliable financial data for decision-making and ensures adherence to state and federal accounting standards.

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".			
45%	R	E	Financial Transactions
			Create, review and verify agency financial transactions for accuracy.
			Ensure financial audit requirements are met and procedures for recording information are followed.
			Reconcile individual accounts and track discrepancies and errors through the agency accounting system.
			Identify solutions to errors and submit requests for reversals or correcting entries.
			Collect and track invoices from vendors.
			Provide technical assistance to vendors regarding agency or enterprise procedures and systems.
			Submit payable invoices and travel expense reimbursements through the agency accounting system.
			Prepare financial documents for approval and submits approved documents to DAS Accounting.
			Prepare vouchers by allocating charges and credits and assigning account codes.
			Prepare purchase orders and invoices.
			Process asset forfeiture checks.
30%	R	E	Accounting Records
			Maintain agency financial records according to the appropriate accounting stage.
			Collect and maintain agency contracts and grant agreements.
			Organize materials and track progress on the execution, amendment, and closeout of contracts and grant agreements.
			Fulfill requests for current and historical budget data such as expenditures, receipts, revenue, and appropriations.
			Compare current funding, account and/or budget balances with limitations and prepares variance reports.
			Request adjustments to budget projections as directed.
			Coordinate with DAS Accounting to identify and process biennial closing entries.

			Support the Budget & Finance Manager with budget preparation activities such as projecting expenditures, forecasting revenue, and preparing budget documents.
10%	R	E	Report Preparation
			Compile accounting records and supporting documentation and prepare financial reports and/or responses to inquiries from executive leadership, DAS Chief Financial Office, and Legislative Fiscal Office.
			Maintain budget to actuals reconciliations and budget status reports.
			Prepare special purchase reports and year-end accounting reports.
10%	R	E	Related Business Functions
			Organize information and compile into electronic documents summarizing meetings, audit findings, processes, and requirements related to budget, finance and/or administration.
			Track purchasing, ordered goods and other inventories.
			Create tools and documents to calculate and present formulas for distributing grant funds.
			Collaborate with agency staff and DAS Accounting to identify improvements to internal processes impacting the efficiency of accounting practices.
5%	NC	NE	Other Duties as Assigned
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 hybrid work environment. This position requires significant use of a computer and videoconferencing. While in the office, there is a shared office design resulting in on-going audible distractions. This position requires the ability to work for extended times at a computer terminal with frequent use of common office technology, including phones, computers, and copy machines. Work includes long periods of remaining stationary. There are frequent short deadlines and timeframes for vacations may vary due to these deadlines. Occasional travel for meetings may be required and working more than normal duty hours.

This position involves frequent contact with executives, management, and staff both internal and external to the organization. It requires working with a variety of people and situations, which requires the incumbent to exercise diplomacy. Confidentiality of information must be always maintained. This position requires the ability to work on multiple tasks simultaneously, sometimes within short time frames, and interface effectively with business partners. It requires maintenance of tight deadlines and close coordination of many tasks.

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.**

Department of Administrative Services (DAS) Policy, Rules and Procedures, CJC Guidelines and Policy, Oregon Administrative Rules, applicable Oregon Revised Statutes, Oregon Accounting Manual (OAM),

ORBITS,PICS or SABRS User Manuals, SFMS Policies and Procedures Manual, Oregon State Controller's Division Policies, Budget and Legislative Concept Instructions, Federal Office of Management and Budget (OMB) Financial Guide, OMB Circulars, Generally Accepted Accounting Principles (GAAP), and principles of governmental accounting.

b. How are these guidelines used?

This position refers to the above guidelines to ensure compliance with governing rules and regulations, operating policies and procedures, and as technical references for following established industry standards and agency protocols.

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 cursor at end of a row (outside table) and hit "Enter".			
Budget & Finance Manager	In-person/virtual/phone/written	Provide/obtain information; review/discuss policies, accounts, financial transactions and agency budget	Daily
DAS Accounting	In-person/virtual/phone/written	Provide/obtain information; review/discuss policies, accounts, financial transactions and agency budget	Weekly
Agency Staff	In-person/virtual/phone/written	Provide/obtain information; review/discuss financial transactions	Weekly
Executive Director; Executive Leadership	In-person/virtual/phone/written	Provide/obtain information; review/discuss policies, accounts, financial transactions and agency budget	As needed
Vendors, contractors, grant recipients	In-person/virtual/phone/written	Provide/obtain information; review/discuss financial transactions	Weekly

SECTION 7. POSITION RELATED DECISION MAKING

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

This position will make informed decisions necessary for the independent processing, tracking, and reporting of agency financial information. Decisions will include determining allowable expenses and selecting corrective action for accounting errors or discrepancies, in accordance with policies and regulations.

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".				
Operations and Policy Analyst 4	0000043 / 000000032283	Routine observations; in-person or virtual meetings; formal and informal assessment of work products	Routinely and quarterly	Performance, Accountability and Feedback

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 through a subordinate supervisor? 0

- 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:

The incumbent must pass a Criminal Justice Information Systems (CJIS) fingerprint-based background check and maintain CJIS eligibility.

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

Appointing Authority Signature

Date