



# State of Oregon Position Description

**Company:** Department of Administrative Services  
**Organization:** Statewide Financial Management Systems - DAS  
**Service Type:** Representable Classified

## SECTION 1. POSITION INFORMATION

<b>Job Profile Title:</b>	Accounting Technician	<b>Job Profile ID:</b>	C0212
<b>Business Title:</b>	SFMS Technician	<b>Position ID:</b>	000000003615
<b>Employee Name:</b>	Vacant	<b>Company ID:</b>	10700
<b>Representation:</b>	OAS	<b>Budget Auth No:</b>	620
<b>Location:</b>	Salem   DAS   Executive Building		
<b>Supervisor:</b>	Justin Brown (Accounting Manager 3)		
<b>Position:</b>	Accounting Technician		
<b>Time Type:</b>	Full Time		
<b>FLSA:</b>	Non Exempt		
<b>Exempt Reason:</b>			
<b>Overtime Eligible:</b>	Yes		
<b>Employee Type:</b>	Permanent		

## SECTION 2. JOB DESCRIPTION SUMMARY

**Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.**

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Department of Administrative Services ("DAS") is the central administrative agency that leads state government to implement the policy and budget decisions of the Governor and Oregon Legislature. Employing an enterprise-wide perspective, DAS serves state government by developing and upholding accountability standards to ensure productive and efficient use of state government's financial, human and information resources.

DAS provides a stable management infrastructure and essential business services including technology, financial, procurement, publishing/distribution, human resources and facility asset management. These services support and enable state and local government agencies to carry out their missions, benefiting all Oregonians.

To accomplish its mission, DAS partners with private enterprise, citizens, customer service boards and other governmental entities to

ensure efficient and effective delivery of government services. The office of the Chief Operating Officer (“COO”), a central component of DAS, unites statewide solutions through team leadership. The COO office coordinates work teams and initiatives that cross jurisdictional and agency boundaries with a goal of achieving transformative, long-term change and developing an agile organization that is able to meet current and future challenges.

Enterprise Goods and Services provides centralized service to state government through its operational programs which include Shared Financial Services, Financial Business Systems, Procurement Services, Publishing & Distribution, and Risk Management.

This position is within the Statewide Financial Management Services (SFMS) section. The SFMS section supports the success of state government by providing advanced systems procedures and technical assistance to state agencies, administering and maintaining the statewide accounting (R\*STARS) and purchasing (ADPICS) systems and providing financial reporting and management assistance.

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:

This position is responsible for proper, consistent vendor information in SFMA. The SFMS Technician resolves vendor problems and proposes system adaptations and corrections as necessary.

### **SECTION 3. JOB DESCRIPTION**

**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.**

85%-R-E

#### **Vendor Profile Maintenance**

Review, correct, monitor, and activate statewide vendor profile records and vendor forms to ensure compliance with policies. Respond to requests for information about vendor records from agencies, SFMS Operations, vendors, and others. Maintain and update the central Vendor Desk manual. Make improvements in vendor profile procedures and policies. Conduct statewide vendor training as needed for agencies and update training manuals.

Work with agencies on SFMA ensuring all vendor-related transactions, balance types, profiles, etc., are processed properly and completely in SFMA.

Maintain, update, and revise all ADPICS tables as required. These tables must be accurate to ensure agencies are processing transactions correctly in the system and to allow agencies flexibility in ADPICS. Assist in loading and revising statewide profiles as directed. Responsible for updating and maintaining specific statewide profiles to ensure information provided to agencies is accurate, reliable, and current. Assist in maintaining updates to R\*Stars vendor documentation.

Maintain, update employee and vendor direct deposit information in R\*Stars.

Staff in this position has access to confidential banking information. This staff needs to read, understand, and follow all security procedures associated with ensuring this information remains secure.

Assist with vendor acceptance testing of system modifications to ensure integrity of data processing operations, to validate proper functioning of edits and to test outputs for valid format and content. This procedure includes testing of vendor information and programs as well as fixes and enhancements.

Assist in the development of acceptance testing plans as appropriate; assist with the functional design of modifications; develop and document testing scenarios including expected results. Assist with testing activities for vendor related problem report fixes, system maintenance requests (SMRs), change requests and new programs.

Monitor vendor payments going to business or individuals on the blocked list of the Office of Foreign Assets Control (“OFAC”) of the US Department of Treasury.

10%-NC-E

**Disbursement Special Handling**

Prepare monthly disbursement spreadsheets for payroll payments.

5%-NC-NE

**Other**

Participate in individual, group and section planning and policy setting. Assist in the development of SFMS long-range goals.

Conduct miscellaneous special projects as assigned by the SFMS Manager.

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 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 maintained at all times. 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 a large number of tasks. Often travel to meetings is required with some travel to trainings. There can be frequent interruptions, demanding timeframes, and non-traditional working hours. At times, weekend and evening work is required to meet customer demands and department deadlines. This position requires significant use of a computer and video-conferencing.

Where an employee's duties can be successfully performed away from their central workplace, an employee is eligible for remote work, upon agency approval.

This position is suitable for remote work options.

There may be times that a position or an individual must be located full-time, on-site, within traditional business hours. Times when on-site presence can be required include but are not limited to training, performance, business alignment, accommodations, or resource availability.

To be eligible for remote work, staff must have a home workspace that meets all applicable technology, security and safety requirements including the ability to provide protection of confidential information. Staff are responsible for obtaining an appropriate broadband internet connection for working remotely.

Staff working remote shall:

- Meet all responsibilities and perform all duties as if their role was performed in a traditional work setting.
- Comply with all agency policies, guidelines, and management directives.
- Maintain a professional demeanor in the performance of all duties.
- Meet and maintain performance expectations.
- Be available each week during established work hours, as determined by the business need.

DAS is committed to diversity. Diversity efforts reinforce respectful treatment of others in the workplace. These efforts focus on identifying ways to work better together, reducing conflict by increasing understanding, improving collaboration, fostering teamwork, and increasing productivity and quality of services delivered by DAS. 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.

## SECTION 5. GUIDELINES

**List any established guidelines used in the position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

1. Generally Accepted Accounting Principles (GAAP)
2. Oregon Accounting Manual (OAM)
3. Principles of good internal control structure
4. Principles of cost accounting
5. Principles of governmental accounting
6. SFMS Policies and Procedures Manual
7. SFMS Desk Manual
8. Department of Administrative Services Rules
9. R\*STARS Reference, Date Entry, System Management Guides, Report Guide, Technical Manual
10. ADPICS Terminal User Reference Guide, Technical Manual

11. Oregon Revised Statutes (ORS)
12. Federal laws and regulations

### How are these guidelines used?

The SFMS Technician must use the guidelines to analyze the information, decide the relevant issues, be able to read and understand the applicable principle or rule, interpret the application of the principles to the issues and apply the interpretation. It is sometimes necessary to establish or modify procedures in order to achieve the most effective results within the SFMS applications. The Technician must also understand the impact of these decisions on other existing systems. The SFMS Technician must ensure that the decisions or recommendations are in compliance with the long-term policies of the State and Division.

## 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	How	Purpose	How Often?
Agency Fiscal Personnel & Technical Staff	In Person, by mail, email or telephone	Answer questions, interpret guidelines, recommend needed corrective action.	Daily
Auditors	In Person, by mail, email or telephone	Discuss problems & resolve issues, interpret guidelines.	As Needed
Federal/City/County Fiscal Personnel	In Person, by mail, email or telephone	Answer questions regarding state & federal distributions & reporting.	As Needed
Financial Business Systems Staff	In Person, by mail, email or telephone	Normal operating activities, consult & assist on operating rules & procedures & impacts on systems.	Daily
Information Systems Staff	In Person, by mail, email or telephone	Coordinate & plan data processing problem research for statewide accounting & purchasing systems.	As Needed
Procurement Staff	In Person, by mail, email or telephone	Coordinate & plan interface of price agreement information.	As Needed
Vendors and Public	In Person, by mail, email or telephone	Answer questions regarding state & federal requirements for payments.	Daily

## SECTION 7. POSITION RELATED DECISION MAKING

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

- Requires decisions related to processing logic, profiles, and coding structures in order to perform vendor processing. An error in decision could compromise the integrity of the SFMS system.
- Determines system changes required and training that is necessary to comply with changes in regulations.

An error in decision could compromise the integrity of the SFMS system.

If wrong information is given, it could result in a violation of law, policy or procedure or erroneous accounting data. All information given from the SFMS Operation's section must be accurate. It is difficult to retract wrong responses which create a poor image for this section, the Division, and the Department.

## SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Accounting Administrator 1	000000156603	In Person, by mail, email or telephone	As Needed	To ensure accuracy, timeliness and compliance with established procedures and regulatory standards.
Accounting Administrator 1	000000156603	In Person, by mail, email or telephone	Quarterly	Performance Evaluation

## SECTION 9. OVERSIGHT

What are the oversight activities for this position?

## SECTION 10. ADDITIONAL POSITION RELATED INFORMATION

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 requirements:

- Demonstrate the ability to plan, organize, and follow through on work.
- Demonstrate effective verbal and written communications skills at a professional level.
- Must have basic knowledge of government accounting policies, reconciliation processes, and automated transaction-based accounting processes and systems.
- Must have knowledge in the use of a personal computer connected to a LAN and HP Laser Printers. Ability to use a variety of software applications including Microsoft Word, Excel, Access, and Outlook. Employee must remain current with capabilities of various software applications, as well as other aspects of the profession by attending training/education sessions.
- Some classroom and seminar presentations may be required.
- Employee is required to possess and maintain a current, unrestricted, valid Oregon driver's license or provide an acceptable alternate mode of transportation.

Behavioral Expectations

Employee is expected to demonstrate:

- Commitment to achieving statewide system integration.
- Willingness to participate in a continually changing environment.
- Self-motivation able to meet numerous daily deadlines with frequent interruptions in their daily work schedules.
- Requires working with a variety of people and situations that may occasionally expose the employee to angry individuals and stressful situations.

## SECTION 11. BUDGET AUTHORITY

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

Operating Area

Biennial Amount

Fund Type

## SECTION 12. ORGANIZATIONAL CHART

See Organizational Chart (attach copy or view within Workday).

## SECTION 13. SIGNATURES

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date