



# State of Oregon Position Description

**Company:** Department of Administrative Services  
**Organization:** Accounts Payable & Receivables - 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>	Accounts Payable Specialist	<b>Position ID:</b>	000000161957
<b>Employee Name:</b>	Vacant	<b>Company ID:</b>	10700
<b>Representation:</b>	OAS	<b>Budget Auth No:</b>	
<b>Location:</b>	Salem   DAS   Executive Building		
<b>Supervisor:</b>	Jeffrey Fehl (Accounting Manager 2)		
<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.**

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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.

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:

Utilize principles of accounting standards to interpret and analyze the expenditure processing, by follow the Oregon Accounting Manual (OAM), Generally Accepted Accounting Principles (GAAP) and statewide policies.

Provide guidance, direction and assistance to DAS and various customers regarding the appropriate accounts payable operations for compliance policies. Resolves errors, balances accounts, ensures data integrity and monitors fiscal activities. The position examines, analyses, and interprets multiple account and fund coding, and makes accurate accounts payable system entries.

## **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.**

### **80% - NC - E Accounts Payable Coordination**

Review, interpret and process 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 regulation to customer accounts payables (AP) documentation and explains application of governing regulations to agency directors and staff. 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. Research system and personnel errors, and determine the necessary steps to correct data entry, posting, or processing errors or the adjustments necessary to produce correct financial reports. Determines if payables 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 SFMS system for vendor information. Audits dollar amounts, discounts, extensions, past due amounts, purchase orders and payment authorization. Independently corrects differences in invoiced and contracted amounts within the amount authorized by the agency to be expended. In R\*STARS, batches according to document types, screen types, and effective dates. Reconciles agency accounts payable invoices to statements and vendor payment history. Processes transactions including adjustments and closing entries. Communicates operational procedures and requirements to Client Agency Management or designee. Interprets and explains operational rules related to the Oregon Accounting Manual (OAM). Assists to develop tools, macros and forms to facilitate more functional procedures and a greater understanding of the payables data. Provides back-up assistance in the work unit as necessary or requested. Responds to audit requests. When able, use a SPOTS card to pay vendor invoices; reconcile transactions in US Bank Access Online. Use OregonBuys to process payments on behalf of DAS and client agencies. Use OBIEE to research previous payments.

### **20% - NC - E Other Duties**

Special projects as assigned. Answer questions from coworkers and customers regarding procedures, policies, and financial issues. Communicate and coordinate policies, practices and procedures with co-workers and customers. When requested, provides data to Secretary of State auditors. Train new accounting technicians. Train DAS and client agency staff on best practices for accounts payable. Other duties as assigned.

## 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 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. 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 videoconferencing.

Duties are performed in a hybrid work environment. While in the office, there is 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 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.

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.

Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management. This includes maintaining regular and punctual attendance; performing all duties in a safe manner; and complying with all policies and procedures.

## SECTION 5. GUIDELINES

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

- Generally Accepted Accounting Principles (GAAP)
- Oregon Accounting Manual (OAM)
- OMB Circular A-87
- Principles of good internal control structure
- Principles of cost and governmental accounting
- SFMA Policies and Procedures Manual
- Agency and Statewide Policies
- R\*STARS Reference, Data Entry, System Management Guides, Report Guide, Technical Manual
- Oregon Revised Statutes (ORS)
- Federal laws and regulations
- Oregon Administrative Rules
- DAS and Department Policies and Processes
- System Procedures/Desk Manuals/Guidelines
- Audit Reports

**How are these guidelines used?**

To apply policy guidelines to practical problems and arrive at acceptable and workable solutions for financial activities. Provide guidance to delineate the scope and boundaries of financial operations. These guidelines provide the structure in which performance is measured, assurance the agency keeps within legal limits, and offers interpretation of 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	How	Purpose	How Often?
DAS Customers	In Person, by mail, email or telephone	To provide support to as a subject matter expert and to provide solutions.	As Needed

## SECTION 7. POSITION RELATED DECISION MAKING

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

This position makes daily decisions regarding appropriate accounts payable coding and to validate payment transactions are recorded correctly. Informed decisions mean appropriate recording expenditures, which enables accurate information for audit trails, agency reporting and decision making.

## SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Accounting Manager 2	0000213	In Person, by mail, email or telephone	Daily	To ensure accuracy and completion of assignments.
Accounting Manager-2	0000213	In Person, by mail, email or telephone	Quarterly	Review and progress of work. Performance Evaluation and Goal Setting

## 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 desired attributes:

- Experience in accounts payable

- Experience in R\*Stars
- Effective verbal and written communications skills
- Understanding of governmental accounting policies
- Ability to use and remain current with capabilities of various software applications
- Knowledge and understanding of the Generally Accepted Accounting Principles (GAAP)
- Knowledge and understanding of the Oregon Accounting Manual (OAM)
- Ability to conduct analysis, identify problems, and identify areas of improvement
- Knowledge of applicable state and federal laws, rules, policies, and procedures
- Ability to manage multiple priorities
- Ability to work under general supervision and work independently

**SECTION 11. BUDGET AUTHORITY**

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

Operating Area	Biennial Amount	Fund Type
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**SECTION 12. ORGANIZATIONAL CHART**

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

**SECTION 13. SIGNATURES**

Employee	Date
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Manager	Date
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Appointing Authority	Date
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