



# State of Oregon Position Description

**Company:** Oregon Department of Education  
**Organization:** Fiscal Grants - ODE  
**Service Type:**

## SECTION 1. POSITION INFORMATION

<b>Job Profile Title:</b>	Accounting Technician	<b>Job Profile ID:</b>	0212
<b>Business Title:</b>	EGMS Accounting Technician (Unfilled)	<b>Position ID:</b>	000000135241
<b>Employee Name:</b>		<b>Company ID:</b>	58100
<b>Representation:</b>	OAS	<b>Budget Auth No:</b>	1403311
<b>Location:</b>	Salem   ODE   Public Service Building		
<b>Supervisor:</b>	Noelle Gangle (Grants, Loans, and Programs Manager 2)		
<b>Position:</b>			
<b>Time Type:</b>	Full Time		
<b>FLSA:</b>	Non Exempt		
<b>Exempt Reason:</b>			
<b>Overtime Eligible:</b>	Yes		
<b>Employee Type:</b>	Limited Duration Pending Permanent Financing		

## 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.**

The Oregon Department of Education (ODE) oversees the education of students in Oregon's public K-12 education system. ODE encompasses early learning, public preschool programs, the state School for the Deaf, regional programs for children with disabilities, and education programs in Oregon youth corrections facilities. While ODE isn't in the classroom directly providing services, the agency (along with the State Board) focuses on helping districts achieve both local and statewide goals and priorities through strategies such as: developing policies and standards, providing accurate and timely data to inform instruction, training teachers on how to use data effectively, effectively administering numerous state and federal grants; sharing and helping districts implement best practices. At the Oregon Department of Education, we are guided by the following values: integrity, accountability, excellence, and equity.

This position is in the Oregon Department of Education, Fiscal Grants Team (FGT) of the Office of Finance. The FGT provides the accounting and fiscal grant services for the agency, including the School for the Deaf and Youth Development Division. The revenue and expenditure streams are complex and include the General Fund, lottery funds, federal funds, and other revenues for dedicated purposes. The FSU serves all levels of the agency's operations and provides controls for the distribution of funds to local education

agencies, individuals, and a number of other state agencies and service providers statewide.

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:

The primary purpose of this position is to support the Electronic Grants Management System (EGMS) for grants awarded by the department as well as the testing and implementation of the grant management system replacing EGMS.

## **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.**

### **95% - R E - Grant Management System (EGMS) Support**

- Analyze requests from grant managers for changes to subgrants and collaborate with fiscal analysts to ensure requested changes are allowable, given grant funding source and/or other limitations.
- Provide advice and technical guidance on best practices for distributing grants in EGMS. Serve as subject matter expert in EGMS to compile and analyze requests for data, determine completeness of information from internal and external customers, and generate accurate and appropriate reports.
- Analyze subgrants and grant agreements to ensure that they have relevant and matching information. Review for inconsistencies and/or discrepancies and notify appropriate parties to ensure necessary corrections are made.
- Coordinate with procurement staff to ensure availability of funds as grant agreements are executed and/or amended. Annotate subgrants with corresponding grant agreement numbers. Track and monitor subgrants and their associated grant agreements to ensure timely and legal release of funds to subgrantees.
- Create, organize, and maintain physical and electronic Subgrant Information Form (SIF) documents and files. Ensure each subrecipient SIF reflects all EGMS activity.
- Monitor grant award and subaward balances and analyze data for any irregularities or inconsistencies. Notify and coordinate with grant managers to ensure resolution of findings.
- Collaborate with grant managers, directors, assistant superintendents, and program support staff over the life-cycle of grant programs to ensure alignment of grants in EGMS with overall program goals and relevant regulations.
- Monitor and organize ODE EGMS email inbox in conjunction with grants team. Respond to and assist with emails as appropriate and further route emails that need to be addressed by other team members.
- Process new award setups, supplements, liquidations, reductions, and claims in EGMS. Collaborate with Financial Services to ensure that payments for claims are processed correctly, accurately, and within an appropriate timeframe.
- Use the SFMS financial management system and Hyperion/BRIO to research information relating to payments, purchase orders, vouchers or warrants as requested by internal staff or external customers.
- Analyze data in the Oregon Department of Education's Electronic Grant Management System (EGMS) and produce accurate and appropriate reports. Monitor and maintain sub-grantee contact list. Notify grant managers of irregularities or inconsistencies and provide reporting requests for grant managers and fiscal analysts.
- Provide EGMS customer service to grant managers and sub-grantees alike. Ensure EGMS is running as intended in consultation with supervisors and EGMS coordinators, as well as provide input for continued system improvements.
- Track and monitor subgrants and their associated grant agreements to ensure proper and legal release of funds. Research for inconsistencies and discrepancies, and notify appropriate parties to ensure necessary corrections. Communicate with procurement staff to ensure timely release of funds.
- Create and maintain sub-grant files including correspondence, grant related materials, applications, and archive files.
- Process EGMS transactions and monitor grant awards and sub-award balances. Create and maintain sub-grant files and

other grant related material.

- Analyze and review vendor contact information necessary for release of funding. Work and communicate with internal institutions database team to keep vendor contact information current. Communicate with and assist institutions with vendor setup and ACH direct deposit needs.

### **5% - R NE - Other**

- Serve as back-up for other EGMS staff.
- Other duties as assigned by team lead or FGT Director.

### **On-going - NC E - Customer Service**

- Perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully.
- Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations.
- Working collaboratively with team and ODE offices to resolve problems or issues in an effort to strengthen work performance.
- Contribute to a positive, respectful and productive work atmosphere.
- Foster and promote the importance and value of a diverse, discrimination and harassment free workplace.
- Identify potential problems and recommend solutions to supervisor.
- Ensure work is performed accurately, completely and timely.

## **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.**

Working Environment:

- Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting.
- Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to noise and interruptions.

General office environment. Occasional/Frequent in-state travel may be necessary and require sitting/driving for extended periods of time. This position works a professional work week, Monday through Friday. Some evening and/or weekend work may be required. Workload and priorities fluctuate and can involve highly complex, sensitive, and/or political issues. Highly visible and shifting environment; expect constant interruptions and changing priorities to meet service needs.

This position may be eligible for hybrid remote work, subject to manager approval, business needs, and completion of a remote work agreement in Workday. Employees must have a home workspace that meets all technology, security, and safety requirements, including protection of confidential information. Remote work requires use of agency-issued equipment, a secure internet connection, and VPN access. Staff must follow the DAS Remote Work policy, guidelines and applicable collective bargaining agreements. The official duty station is the Public Service Building in Salem, Oregon. Travel to this location may be required at the employee's expense.

## **SECTION 5. GUIDELINES**

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

Agency Grant Administration Policies and Procedures  
SFMA Operating Manuals and Procedures/Guidelines  
Federal guidelines used to distribute federal grant funds

How are these guidelines used?

These guidelines are used to define the operating parameters in which the incumbent may exercise in fulfilling the duties of this position.

## 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 Program Managers and Fiscal, Procurement, and Budget Staff	In Person, by mail, email or telephone	Grant questions, analysis, guidelines, and training	Daily
Subgrantee Staff	In Person, by mail, email or telephone	Consultation and guidance on system requirements; trainings	Daily

## SECTION 7. POSITION RELATED DECISION MAKING

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

The position requires the individual to provide consistent guidance and seek input from appropriate sources prior to making final determinations.

## SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Fiscal Grant Coordinator (Lead Worker)	0000081	In Person, by mail, email or telephone	As Needed	General conformance with assignments; determination on training needs.
Grants, Loans, and Programs Manager 2	0000049	In Person, by mail, email or telephone	As Needed	For overall results. This position is expected to function relatively independent with minimal supervision.

## 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 requires successfully passing a pre-employment background check. The pre-employment check may include a review of the following records: criminal background, DMV, licensure, and sexual misconduct. Adverse background data may be grounds for immediate disqualification, withdrawal of a conditional job offer, or termination of employment.

This position has been designated as sensitive in that the incumbent in this position has access to information, the disclosure of which is prohibited by state or federal laws, rules or regulations, or information that is defined as confidential under state or federal laws, rules or regulations; or, has payroll functions or responsibility for receiving, receipting, or depositing money or negotiable instruments, for billing, collections, or other financial transactions; or has mailroom duties as a primary duty or job function; or has responsibility for auditing the department; or has access to social security numbers, dates of birth or criminal background information of employees or members of the public; or has access to tax or financial information about individuals or business entities.

## 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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