



State of Oregon Position Description

Company: Oregon Department of Education
Organization: Accounting-ODE
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Accountant 2	Job Profile ID:	1217
Business Title:	Staff Accountant 2 (Unfilled)	Position ID:	000000182893
Employee Name:		Company ID:	58100
Representation:	OAS	Budget Auth No:	1447776
Location:	Salem ODE Public Service Building		
Supervisor:	Kristie Miller (Accounting Manager 2)		
Position:			
Time Type:	Full Time		
FLSA:	Non Exempt		
Exempt Reason:			
Overtime Eligible:	Yes		
Employee Type:	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.

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.

2b. 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:

Compile and analyze data for accurate financial and compliance reporting and oversee the agency Balance Transfer (BT) corrections and reclassification process.

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.

35% - N E

- Coordinate processing of all agency Balance Transfer (BT) accounting corrections identified by agency grant and budget analysts.
- Application of Generally Accepted Accounting Principles (GAAP), statewide accounting policy, agency accounting policy, accounting structure and applicable state and federal grant regulations to query and analyze state accounting data (using OBIEE or other data query tools) to identify or verify transactions requiring correction or reallocation.
- Prepare and/or review all correcting entries, ensuring appropriate program management approval and documentation is included to adhere to internal control guidelines.

20% - N E

- Review and release of agency accounting transactions, including vouchers payable, cash receipts, federal revenues, grant and state school fund distributions to ensure appropriateness, completeness, accuracy, proper coding and proper authorization.
- Provide guidance and technical expertise to lower-level professional and technical accounting staff.
- Participate in annual year-end financial statement preparation entries and analysis and research responsibilities, which take place throughout the year as well as at year end.

15% - N E

- Federal and state compliance reporting review and oversight.
- Monthly review of agency Federal Funding Accountability and Transparency Act reporting of all applicable federal obligations and expenditures.
- Review of state Accounts Receivable Performance Measures (ARPM) and Legislative Fiscal Office (LFO) agency receivables reporting.
- Other state or federal reporting as assigned, which involves interpreting and applying laws, rules, regulations, policies, and procedures as they relate to financial operations

10% - N E

- Financial Reporting – Perform moderately complex reporting and analysis by preparing monthly agencywide financial reports by office for distribution to leadership, program management and budget analysts.

10% - N E

- Financial Reporting - Prepare and provide Schedule of Expenditures of Federal Awards (SEFA) reconciliations for school districts in connection with state single audit requirements around federal compliance subrecipient monitoring and agency audit reviews pursuant to OAM 30.40.00.

10% - N E

- Special projects as assigned by supervisor. This includes, but is not limited to, statistical and ad hoc reports, researching accounting records or policy for program-specific analysis. Attend meetings and training related to job duties. Serve as back-up for other accountant 2 and 1 staff duties as needed.
- Other duties as assigned.

Ongoing - N E

- Perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully.
- Contribute to a positive, respectful and productive work atmosphere.
- Foster and promote the importance and value of a diverse, discrimination and harassment-free workplace.
- Respect diversity of opinions, ideas and cultural differences; support outreach to diversify the workplace.
- Identify potential problems and recommend solutions to supervisor.
- Ensure that 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.

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.

Regular attendance is critical to ensure the successful operation of the unit.

SECTION 5. GUIDELINES

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

Federal and State statutes, rules, regulations, policies, manuals, technical reports and standard reference works provide information upon which incumbent draws to make decisions, provide counsel, develop policy, and make management recommendations.

Specific resources Include:

- Oregon Revised Statutes (ORS)
- Oregon Administrative Rules (OAR)
- Oregon Accounting Manual (OAM)
- Generally Accepted Accounting Principles (GAAP)
- Governmental Accounting Standards Board (GASB)
- Principles of sound internal control
- Principles of governmental accounting
- Principles of cost accounting
- Federal Laws and Regulations
- Relational Statewide Accounting and Reporting System (R*STARS)
- 2 CFR part 200 – US Code of Federal Regulations (Uniform Guidance)

How are these guidelines used?

These guidelines are used frequently as reference materials by this position to ensure proper and accurate recording of accounting transactions, used to develop policy and make recommendations to management.

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 budget and grant analysts	In Person, by mail, email or telephone	Coordinate and resolve questions around BT requests	Daily
Agency Program Managers	In Person, by mail, email or telephone	Provide financial reports	As Needed
Federal Agency staff	In Person, by mail, email or telephone	Federal reporting inquiries	As Needed
Other State Agencies	In Person, by mail, email or telephone	State reporting inquiries	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Decides on methods and procedures to best resolve reporting issues and accounting transaction or correction entry issues. Decisions affect the accuracy and completeness of the agency's information submitted in state or federal reports or in the statewide financial statements, as well as internal financial reports. Adherence to applicable rules and regulations is essential and determining that appropriate fiscal controls exist and are being followed helps assure that audit findings will not be reported.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Accounting Manager	000000000477	In Person, by mail, email or telephone	As Needed	Training and initial review of new tasks.
Lead Financial Accountant	000000000477	In Person, by mail, email or telephone	Quarterly	Goal setting and overall performance, however this position is expected to function independently.

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.

