



State of Oregon Position Description

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

SECTION 1. POSITION INFORMATION

Job Profile Title:	Accountant 1	Job Profile ID:	1216
Business Title:	Accountant 1 (Unfilled)	Position ID:	000000052503
Employee Name:		Company ID:	58100
Representation:	OAS	Budget Auth No:	374290
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.

The Chief Financial Office (CFO) Accounting Unit has a staff of fourteen employees and supports a biennial department budget of over \$17 billion. The revenue and expenditure streams are complex and include the General Fund, lottery funds, federal funds, and other revenues for dedicated purposes. The Accounting Unit serves all levels of the agency's operations and provides controls for the distribution of funds to local education agencies, individuals, and several other state agencies and service providers statewide.

Section 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:

Within the CFO Accounting Unit, the primary purpose of this position is to work independently to improve unit processes; use accounting theory to interpret laws, rules, regulations, policies and procedures; compile and analyze data for federal and state compliance reports.

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% - R E - Review of Unit Processes

Works independently under general supervisor from manager to review accounting processes. Use accounting theory to interpret laws, rules, regulations, policies and procedures to:

- Identify areas of financial and administrative strengths and weaknesses and develop best practices.
- Recommend and modify systems and processes.
- Develop and revise procedures, protocols, and desk manuals.
- Provide training sessions and materials.

35% - R E - Federal, State and Internal Reporting

Compile and analyze data to accurately prepare and submit federal and state compliance reports, including but not limited to:

- Monthly Federal Funding Accountability and Transparency Act (FFATA) reporting;
- Accounts Receivable Performance Measures (ARPM) quarterly and annual reports;
- Annual Legislative Fiscal Office (LFO) receivable report;
- A-133 auditor and subrecipient request reports, as requested;
- Various other ad hoc queries and reports

15% - R E - EGMS Reconciliation & Accounting Transaction Reclassification Entries

ODE has a subsidiary grant management system (EGMS) that interfaces with the accounting system.

- Reconcile out of balance sub awards and initiate and resolve discrepancies.
- Make adjusting entries to correct out of balance and makes changes to eliminate future reconciliation problems.
- Review proposed accounting reclassification corrections submitted by grant and budget staff for accuracy, appropriateness, proper justification and authorization, and prepare macro for entry into the statewide accounting application (SFMA).

5% - R E - Batch Releaser and Federal Draws- Backup

- Release payment batches prepared by payable staff. Review payments for appropriateness, completeness, accuracy, and proper authorization, using knowledge of accounting theories and independent judgment. Ensure payments use correct appropriations and funding streams, including those coded to dedicated fund sources. Communicate errors, if any, to the inputter so that the correction is made prior to release of the batch.
- Draw federal funds using Federal Systems, Federal Cash Order System (COS), and Transaction Management System (TRAMS) to enter federal revenue transactions to be interfaced to SFMA and reconciled to Oregon State Treasury.

5% - NC NE - Travel Backup

- Review travel claims including complicated Out-of-State claims, 3rd party payments, and those earmarked for specific use (training, attending conferences, etc.) are appropriate, accurate, and complete.
- Contact travelers and ODE staff to resolve issues, resolve contested claims, and obtain backup documentation.
- Verify that charges for which reimbursement has been requested have been received and payment made, the expenses have been authorized, and state or federal regulations have been satisfied.
- Prepare payment vouchers by entering accounting codes into state accounting system.

5% - R - NE - Other Duties as Assigned

- Work on special projects and other duties as assigned by supervisor. This includes, but is not limited to: statistical and ad hoc reports, and researching accounting records or policy for program-specific analysis.

- Respond to public accounting requests for financial information related to payments to local governments and other organizations.
- Collect performance data to analyze and ensure that payments are made timely and accurately.
- Other duties as assigned.

Ongoing - Customer Service

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

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 works a professional work week, Monday through Friday but occasional, seasonal overtime may be required to assist with biennium and year end closeout. Normal office working conditions, with the following specifics: Frequent, extended periods of sitting at a computer terminal performing data entry; retrieving and returning files to large bank of four-drawer file cabinets; frequent telephone and in-person contact with vendors, department employees, and other state agency staff; and repetitive hand and arm movements.

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.

Occasional in-state travel may be necessary and require sitting/driving for extended periods of time.

SECTION 5. GUIDELINES

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

Basic accounting principles, agency policies and guidelines; Statewide Financial Management Application (SFMA); Department of Administrative Services comptroller object code classification system

How are these guidelines used?

Used as reference when reviewing policies, procedures and internal controls.

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?
ODE staff	In Person, by mail, email or telephone	To obtain/provide information	Daily
OFA staff	In Person, by mail, email or telephone	To obtain/provide information	Daily
Vendors	In Person, by mail, email or telephone	To obtain/provide information	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

This position is expected to make decisions and formulate recommendations when evaluating and implementing changes to policies, procedures, rules and internal controls. It is essential that the decisions made by this position are in keeping with the mission, goals, and priorities of the work unit and department. The person in this position is expected to use their best professional judgment and integrity, and must demonstrate a high degree of ethical conduct in all work related situations.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Accounting Manager 2	000000112508	In Person, by mail, email or telephone	As Needed	Set goals. Review professional development.

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 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.

This position requires a driver's license and an acceptable driving record or an alternative means of transportation.

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.

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