



**STATE OF OREGON  
POSITION DESCRIPTION**

**Position Revised Date:**  
**03/25/2025**

**This position is:**

- ☒ Classified  
☐ Unclassified  
☐ Executive Service  
☐ Mgmt. Svc – Supervisory  
☐ Mgmt. Svc – Managerial  
☐ Mgmt. Svc - Confidential

**Agency:** Oregon Department of Veterans' Affairs

**Facility:** Financial Services Division

☐ New ☒ Revised

**SECTION 1. POSITION INFORMATION**

a. Classification Title:	<u>Accounting Technician</u>	b. Classification No:	<u>C0212</u>
c. Working Title:	<u>Payables Coordinator</u>	d. PPDB No/WD ID:	<u>0023.097</u>
e. Section Title:	<u>Accounting   Financial Services</u>	f. Agency No:	<u>27400</u>
g. Employee Name:	<u>Vacant</u>	h. Budget Auth No:	<u>84780</u>
i. Supervisor Name:	<u>Natalie Sutter</u>	j. Repr. Code:	<u>OAS</u>
k. Work Location (City – County):	<u>Salem-Marion</u>		
l. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share			
m. FLSA: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	If Exempt: <input type="checkbox"/> Executive/Supervisory <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Computer		n. Eligible for Overtime: <input type="checkbox"/> Yes <input type="checkbox"/> No

**SECTION 2. PROGRAM AND POSITION INFORMATION**

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

The Financial Services Division is responsible for the overall financial oversight of the Agency and carries out its responsibilities through the Financial Management Section and the Accounting Section.

The Financial Management Section oversees or prepares numerous cash flow and financial analyses, monitors the Department's asset/liability position, prepares necessary bond documents, and coordinates the Department's interaction with Bond Counsel, Financial Advisor, Underwriters, and outside CPA firms.

The Accounting Section is responsible for all accounting activities, including, but not limited to, receiving and processing all funds, paying all agency expenses and debt service, preparing budgetary documentation and monitoring budgetary activities, properly classifying revenue and expenses, IRS reporting, and preparing periodic financial statements. The effective operation of this division is critical to

the Department's overall financial position and provides support as needed to the Department's other operating units.

- 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 purpose of this position is to be the primary Accounts Payable Coordinator, Travel Payable Coordinator, SPOTS cardholder, and documentation scanning for the financial services unit. This position may also perform accounting functions as needed.

Create and foster an environment where everyone has access and opportunity to thrive.\*

Promote a positive and equitable work environment that enables all employees to contribute to their fullest potential free from intimidation, harassment and/or discrimination and are treated with dignity and respect. Create a culture where people from all backgrounds feel encouraged to express their ideas and perspectives.

Recognize and promote the value of individual and cultural differences—embracing each other's intrinsic value and uniqueness including race, age, ethnicity, religion, sexual orientation, physical ability, veteran status, and/or other aspects of social identity.

Promote and support the value the agency places on EEO, AA, Diversity, Equity, Inclusion, Belonging, (DEI\_B) and Cultural Competency principles through individual actions, integration in work processes, and interactions with employees, job applicants, partners, and veterans.

\*From: [Enterprise Values and Competencies for Managers](#)

### SECTION 3. DESCRIPTION OF DUTIES

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.

% of Time	N/R/NC	E/NE	DUTIES
<b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
	NC	E	<p><b>Essential Job Expectation:</b> The employee shall comply with all federal, state and local laws, regulations, executive orders and ordinances. The employee expressly agrees to comply with ODVA business privacy practices to ensure the privacy of ODVA client information, which includes but is not limited to, compliance with Title II, Subtitle F of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).</p> <p><b>Affirmative Action/Equal Employment Opportunity:</b> The employee is responsible for understanding and promoting the agency's affirmative action policy, goals, and objectives and the Governor's and Director's commitment to Diversity, Equity, Inclusion, and Accessibility. The employee is responsible for assuring a harassment-free work environment by setting an example with their own conduct, and by being alert to possible incidents of harassment. The employee is responsible for fostering and promoting an inclusive and equitable environment and for taking prompt action in instances of non-compliance with the agencies affirmative action policy.</p>
70%	NC	E	<p><b>Accounts Payable</b></p> <ul style="list-style-type: none"> <li>Prepares payables for all program areas within ODVA.</li> </ul>

			<ul style="list-style-type: none"> <li>• Develop and maintain appropriate approval process with focuses on efficiency and risk.</li> <li>• Analyze financial issues and propose solutions consistent with available funds, policies, procedures, and generally accepted accounting principles.</li> <li>• Communicate and explain pertinent accounting data.</li> <li>• Collaborate professionally with agency staff to recommend accounting and related improvements to the processing, recording, and classification of transactions and account balances.</li> <li>• Enter payables into SFMA system for processing.</li> <li>• Prepare Entries for Oregon Buys. Understand system procedures for entry of invoices and verification of entries</li> </ul>
20%	NC	E	<b>Travel Payable Coordinator</b> <ul style="list-style-type: none"> <li>• Receive, review, reconcile and pay any travel transaction in compliance with the Oregon Accounting Manual.</li> <li>• Provide training on how to complete the Travel Expenses Detail Sheets (TEDS) properly along with the Authorization to use Private Vehicles.</li> </ul>
5%	NC	E	<b>SPOTS Card Holder</b> <ul style="list-style-type: none"> <li>• Review, reconcile and report SPOTS cards transactions monthly in compliance with the Oregon Accounting Manual.</li> </ul>
5%	NC	E	<b>Miscellaneous</b> <ul style="list-style-type: none"> <li>• Scan, archive or file documents daily for the financial services unit.</li> <li>• Key SFMS general ledger entries as needed for General Accounting Staff.</li> <li>• May assist with other duties as assigned.</li> </ul>
Ongoing			<p>Promote the importance and value of a diverse, discrimination and harassment-free workplace. Respect diversity of opinions, ideas and cultural differences. Support and act to provide inclusive practices, outreach into communities of underrepresented people, and efforts to diversify the workforce.</p> <p>Understand and act on EEO, AA, Diversity and Cultural Competency principles, and the agency's Diversity, Equity, Inclusion, and Accessibility goals and objectives; integrate and center DEI into programs, operations, wellness practices, systems, policies, and procedures.</p> <p>Promote and foster a positive work environment within Agency programs concerning EEO, AA, DEIA, and Cultural Competencies by ensuring employees are aware and follow agency policies and procedures and address work-related issues and/or concerns immediately and take appropriate action.</p> <p>Attend and actively participate in DEIA-related training to provide leadership to staff by being aware of diversity, equity, and cultural issues. This also includes supporting employees to attend such programs for further professional development.</p>
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.**

Daily, monthly, and year-end deadlines. Primarily a desk position using a variety of computer systems. Occasional lifting.

### Remote Work:

This position will maintain a combination of onsite and remote work or hybrid work schedule. Remote work is evaluated periodically to ensure business needs are being met and can be adjusted at any time. Please visit the state's [Work Reimagined](#) website for more information.

## SECTION 5. GUIDELINES

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

Agency policy and procedures manuals. Desk procedures for the majority of the job. Oregon Accounting Manual, Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP), and Internal Revenue Services (IRS) for travel policy adherence.

- b. How are these guidelines used?**

To ensure compliance with Federal Law, State law, Department of Administrative Services policies and regulations, and agency policies and procedures.

## 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 Contacted	How	Purpose	How Often?
<b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
ODVA Managers	E-Mail and telephone	Answer questions and make corrections to finance documents	Daily
ODVA Home Loan Staff	E-mail, In person and telephone	Loan adjustment and accounting issues	Daily

## SECTION 7. POSITION RELATED DECISION MAKING

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

Acts with general independence in making decisions within the confines of policy and procedure. Confer with management or other agency personnel for the out-of-the-ordinary issues that come up from time to time.

Research appropriate guidance independently to determine appropriate accounting classification for invoice processing.

## SECTION 8. REVIEW OF WORK

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
Accounting Manager 2	0109.001	Discussion	Daily, weekly, & monthly	Accuracy & timeliness

**Note:** If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

**SECTION 9. OVERSIGHT FUNCTIONS THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

- a. How many employees are directly supervised by this position? 0  
How many employees are supervised through a subordinate supervisor? 0
- b. Which of the following activities does this position do?
- |  |   |
|--|---|
| <input type="checkbox"/> Plan work               | <input type="checkbox"/> Coordinates schedules                    |
| <input type="checkbox"/> Assigns work            | <input type="checkbox"/> Hires and discharges                     |
| <input type="checkbox"/> Approves work           | <input type="checkbox"/> Recommends hiring                        |
| <input type="checkbox"/> Responds to grievances  | <input type="checkbox"/> Gives input for performance evaluations  |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

**SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION**

**ADDITIONAL REQUIREMENTS:** List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Position must maintain complete confidentiality regarding actions and activities of the personnel office. Breach of this basic trust is grounds for disciplinary action.

The employee must successfully complete a fingerprint based criminal records check through the Law Enforcement Data System (LEDS) and NCIC systems.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
NA		

**Note:** If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

**SECTION 11. ORGANIZATIONAL CHART**

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

**SECTION 12. SIGNATURES**

_____ Employee Signature	_____ Date	_____ Supervisor Signature	_____ Date
_____ Appointing Authority Signature	_____ Date		

## SECTION 11. ORGANIZATIONAL CHART

Next Level Class Title	Budget & Fiscal Manager 3	Class Titles of those directly supervised by employee and the number of employees in each class title	Brief summary of responsibilities of people supervised
Supervisor's Class Title	Accounting Manager 2	( )	
Employee's Class Title	Accounting Technician	( )	
Class Titles of other Jobs reporting to the same supervisor and the number of employees in each class title	Accountant 3 (3)	( )	
	Accountant 2 (2)	( )	
	Accountant 1 (1)	( )	
	Accounting Technician (1)	( )	
		( )	
		( )	
		( )	