



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:

This position is:

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

Agency: Oregon Parks and Recreation Department

Facility: HQ Salem

New Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Accountant 2
b. Classification No: 1217
c. Working Title: Grants Accountant
d. PPDB No/WD ID: 4701104
e. Section Title: Financial Services
f. Agency No: 63400
g. Employee Name: Vacant
h. Budget Auth No: 000846660
i. Supervisor Name: Sarah Head
j. Repr. Code: OAO
k. Work Location (City – County): Salem - Marion

l. Position: Permanent Full-Time Seasonal Part-Time Limited Duration Intermittent Academic Year Job Share
m. FLSA: Exempt Non-Exempt If Exempt: Executive/Supervisory Administrative Professional Computer
n. Eligible for Overtime: Yes 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.

Oregon Parks and Recreation Department (OPRD) fulfills its mission to "Provide and protect outstanding natural, scenic, cultural, historic and recreational sites for the enjoyment and education of present and future generations" by operating a system of State Parks Recreation, Historic and Natural Areas; by managing special programs including Scenic Rivers, Recreation Trails, Historic Preservation, and Ocean Shores; and by providing assistance to local governments for recreation and heritage conservation. OPRD serves more than 45 million visitors per year through a State Parks Recreation system of more than 250 park areas statewide. OPRD does this through its vision of "Taking the long view to protect Oregon's special places and provide the greatest experience while creating stable future funding". OPRD upholds its mission and vision through the following operating principles: Accountability, Commitment, Empathy, Empowerment, Fun, Integrity, Respect and Well Being. The agency's current approved budget information can be found at www.oregon.gov/oprd under Budget & Facts.

This position resides in the Financial Services Section that is responsible for the Department's fiscal management and budget administration. The Accounting unit is designed to provide financial accounting coordination for the Department statewide. This program contributes to the overall purpose of the Agency by providing complete and

accurate financial and business information, on a timely basis, making required legal reports on the use of public funds.

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 position ensures grants and funding agreements are evaluated, funded, completed, accounted for, and monitored in an accurate and effective manner, while serving as a consultant to assigned department programs and providing customer service. This includes responsibility for ensuring financial information for department grants is properly recorded in the Statewide Financial Management Application (SFMA) and that grants/projects are reported and billed and overall accounted for in accordance with specific grantor requirements, federal and state laws, rules and regulations, Generally Accepted Accounting Principles (GAAP), and other applicable statutes, regulations and policies.

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
40%	N	E	<p>Grant Accounting and Financial Reporting</p> <ul style="list-style-type: none"> • Prepare detailed expenditure drawdown reports to regularly request federal funds, ensuring sufficient cash flow for operations. • Perform monthly expenditure and revenue reconciliations for federal and non-federal grants to keep departmental grants in balance, and to keep grant managers and Financial Services staff informed of grant progress and pending cutoffs and deadlines. • Review grant related fiscal transactions for conformity with Generally Accepted Accounting Principles, all applicable state and federal guidelines and policies, and that they are within budget. • Develop, analyze, and propose corrections or changes that may be necessary within the state accounting system or federal reporting systems to ensure accuracy. • Collaborate with Senior Accountant to prepare appropriate revenue and expenditure accrual entries for federal and non-federal grants. • Prepare annual Schedule of Expenditure of Federal Awards (SEFA) reports and disclosures. • Prepare and submit federal financial reports (SF425s) and other required federal financial reports. • Routinely reconcile cash in the state accounting system with the federal drawdowns for each related federal program to ensure accuracy. • Track multi-year funding for long term projects to ensure accurate draws, payments, financial reporting in the correct fiscal year and period of performance, and sufficient department expenditure limitation. • Maintain accounting profile updates, including PCA and grant-phase, to ensure the accuracy of accounting information for federal and state reporting purposes and project numbers for OPRIS. • Review Grant related projects in OPRIS for coding, funding and match requirements • Process reimbursements for all grantees through the OPRIS Grant Module. Process ASAP drawdowns.

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

			<ul style="list-style-type: none"> • Assist program grant staff with the closeout of projects, including financial reporting and data and document archiving. • Attend all SFMA user group forums/meetings, travel coordinator meetings, and other applicable trainings/meetings to stay informed and to share relevant information with Financial Services and other staff. • Prepares and reconciles FEMA claims, maintains supporting documentation, submits drawdown requests through Oregon Emergency Management, and communicates with partner agencies. Coordinates with the Capital Asset Accountant on insurance claims to ensure expenses covered by insurance are excluded from FEMA requests.
15%	N	E	<p>Policies, Procedures, and Technical Assistance</p> <ul style="list-style-type: none"> • Contribute to the development and modification of policies and procedures for grant fiscal operations, forms for grant agreements, and manual and automated fiscal reporting/tracking systems to ensure they meet state and federal compliance requirements. • Develop and initiate internal controls to safeguard assets and ensure integrity of data and the fiscal systems. • Create and maintain process and procedure documents for subrecipient monitoring. • Provide guidance and technical expertise for Financial Services staff and program grant staff to help ensure activities and transactions meet state and federal guidelines and requirements. • Coordinate with fiscal analysts and program analysts to: <ul style="list-style-type: none"> ○ Provide technical assistance to local jurisdictions, tribes, subrecipients, and other state agencies to assist them in the proper preparation of grant materials. ○ Respond to inquiries from grantor agencies, funding recipients, and subgrantees to ensure good customer service, data exchange, and to provide policy guidance. • Provide technical assistance to funding recipients on multi-year projects, including with the submission of project billing and invoicing to help ensure proper cutoff, period of performance, and year end accruals and reporting.
10%	N	E	<p>Online Grant Systems</p> <ul style="list-style-type: none"> • Maintain crosswalks of federal and state grants and grant applications to the correct grantor system and internal agency program. • Maintain tracking of federal awarding agency websites to ensure correct and timely access is maintained for department staff. • Coordinate set-up, updates, and deactivation of agency federal website accounts to ensure all are kept current and operational. • Assist with solving systems access and access rights level issues and questions to ensure appropriate level of user access across the department. • Provide training and support to department staff and management to ensure smooth and effective use. • Assist program grant staff users with the submission of grant applications, program and compliance reporting, and other tasks as necessary.
15%	N	E	<p>Develop and maintain overall reconciliation, program level reconciliation of LGGP grants to support program</p>

			<ul style="list-style-type: none"> • Ongoing roll-forward of all outstanding commitments, including prior biennia • Including grantee totals • Report should include validation against budget and cash balance • Review 2025 LGGP Audit Report • Email link to reconciliation to budget, accounting lead, and CFO monthly
10%	N	E	<p>State and Federal Audits</p> <ul style="list-style-type: none"> • Serve as key personnel involved in grant-related audits and reviews to ensure accuracy, centralized efficiency, and consistency of response. • Participate in entrance, exit, and audit check in meetings to support the engagement team and its progress, end to end. • Assist in the preparation and presentation of information, documentation, and responses to state and federal auditors to ensure a complete and compliant response. • Assist with the development and submission of process changes, corrective actions, or repayments to grantor agencies if necessary, to ensure all findings and recommendations are resolved. • Maintain documentation files as required by state and federal regulations and policies including 2 CFR 200 and 44 CFR. • Review relevant audit reports, audit findings, and the Secretary of State’s annual audit plans. Work with Chief Financial Officer and Senior Accountant to anticipate and plan for audit engagements and potential issues.
10%	N	NE	<p>Other Duties</p> <ul style="list-style-type: none"> • Maintain accurate and up-to-date desk manual for this position. • Serve as back-up agency travel coordinator and SPOTS card coordinator. • Compiles special reports, projects and other duties as assigned. • Backup to Revenue Accountant processing deferred revenue recognitions, monthly interfund transfers, change funds and reconciliations. • Provide guidance and technical expertise to Financial Services staff and program grant staff to help ensure and support compliant activities and transactions. • Represents department in meetings, trainings, and conferences and makes oral presentations as needed. • Other duties and projects, as assigned by Chief Financial Officer.
AT ALL TIMES		E	<p>Commitment to Equity</p> <ul style="list-style-type: none"> • Cultivate equitable practices across all aspects of the position description. • Learn and apply knowledge and skills to interrupt institutional and structural racism and inequitable outcomes. • Participate and engage in efforts to further agency wide efforts to develop and implement equity. • Ensure equitable delivery of services to staff and community partners including but not limited to Tribes, state agency partners, local government elected and appointed officials, staff, service providers and other community members. • Deliver inclusive and responsive engagement in development and administration of agency policy and programs.

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.

Work is primarily performed in an office setting. Sits or stands for long periods of time. Needs adequate vision and hearing, manual dexterity, communication and motor skills to perform the duties of the position. Operates office equipment and computers requiring repetitive use of arms, wrists, and hands. May occasionally lift and move up to 35 pounds and infrequently up to 50 pounds or more with assistance. May be required to attend meetings or perform duties outside of normal office hours. Moves throughout facilities and grounds and may drive a motor vehicle. May travel to other parks, or other agencies for training and meetings. Overnight travel may be required. Possibility of exposure to a variety of environmental and chemical allergens and odors standard to area of assignment. Possibility of exposure to hostile and offensive language and actions from the public. Uses appropriate safety and personal protective equipment and follows established safety policies, practices and procedures. Performs duties of position with or without reasonable accommodation. Regular and consistent attendance is an essential function of this position.

Remote Work: State agencies may facilitate remote working and/or work-at-home by employees to the maximum extent possible. This position is Monday – Friday and on a hybrid schedule with a minimum of 1 day in the office for administrative office duties per week and one day per month for Team meetings. Depending on workload more days may be required

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.

- Oregon Revised Statutes
- Oregon Administrative Rules
- Oregon Accounting Manual (OAM) and State Accounting Procedures
- Generally Accepted Accounting Principles (GAAP)
- Governmental Accounting Standards Board (GASB)
- Oregon State Treasury Cash Management Manual
- Department of Administrative Services (DAS) Policies and Procedures
- Code of Federal Regulations: 2 CFR and 44 CFR
- Office of Management and Budget (OMB) Circulars A-133, A-87, and A-102
- Workday Trainings and Knowledge Articles
- OPRD Policy and Procedure Manuals
- R*STARS Reference, Data Entry, System Management Guides, Report Guide, Technical Manual

b. How are these guidelines used?

A thorough knowledge of these guidelines and GAAP is needed to determine proper accounting procedures, methods, and requirements; and create new methods, procedures, and systems of record keeping to adapt to the changes in the guidelines or financial systems. These guidelines are used to assure conformance and compliance with State and Federal laws 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?

Excluding co-workers, list the people an employee in this position regularly contacts.

WHO CONTACTED	HOW	PURPOSE	HOW OFTEN
OPRD HQ Staff	In person, phone, email	Information, technical assistance	Daily
OPRD Field Staff	In person, phone, email	Information, technical assistance	Daily
DAS	In person, phone, email	Information, technical assistance	Daily
Other State Agencies & Other Governmental Agencies	In person, phone, email	Information, technical assistance	As needed
Public	Phone, email	Information, technical assistance	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

This employee is regularly required to make judgments on the appropriateness of agency expenditures and available revenues. Decisions are also made on the eligibility of costs incurred by internal grant departments and by local subgrantees. Decisions can have a direct impact upon departmental finance and budgeting decisions, as well as which projects and grants are pursued and given. Decisions can also affect expenditures by outside entities. A wrong decision on eligibility could result in improper expenditure of agency funds.

This employee must maintain an accurate accounting of the cash drawdowns necessary to support and fund agency operations, as well as subgrantee needs. This is necessary to eliminate possible delay of payments to local jurisdictions and vendors. A wrong decision could affect the cash flow of the agency or a local jurisdiction, and could result in penalty and interest charges if payments are not made in a timely manner. All grants are subject to financial and compliance audits by the grantors. Any disallowances as a result of these audits could result in the loss of federal funding. The inability of the incumbent to properly execute these duties would open the agency to extreme liability, risk, illegal operation and monetary loss.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Who reviews the work of the position?

CLASSIFICATION TITLE	POSITION NUMBER	HOW	HOW OFTEN	PURPOSE OF REVIEW
Accounting Manager 3 – Financial Services Director	6220103	Orally and/or in writing	As needed	To ensure understanding and compliance with policies and procedures

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 |

- Responds to grievances
- Disciplines and rewards

- Gives input for performance evaluations
- Prepares & signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: *Based on position requirements, include the appropriate special requirements below (delete any **NOT** required) and add any knowledge, skills, certificates, and licenses needed at the time of hire that are not contained in the current classification specifications.*

SPECIAL REQUIREMENTS – OFFICE POSITIONS

Must meet the following special requirements:

- have a criminal history background check that meets OPRD criteria
- have a driving record that meets OPRD standards and possess a valid driver's license at time of hire and throughout employment (if applicable)
- comply with and adhere to applicable federal, state, local, and agency rules, laws, standards, procedures, and policies

The person in this position must have:

- Ability to use critical thinking and analytical skills to inform independent judgement, initiative, and decision-making.
- Advanced knowledge of accounting principles and practices, including services and billing procedures.
- Strong attention to detail
- Must be self-motivated and be able to meet numerous firm deadlines with frequent interruptions in their daily work schedules.
- Technical knowledge of budgeting and financial accounting standards.
- Ability to research, analyze and reconcile complex sets of data using digital tools and programs.
- Excellent verbal and written communication with multiple stakeholders. Ability to communicate at the professional level with attention to grammar and spelling, as well as the ability to present to large diverse audiences.
- Excellent organizational skills and the ability to coordinate multiple projects and priorities at the same time.
- Experience with processes, policies and procedures, and internal controls within an accounting unit
- Outstanding customer service skills.
- Grant Accountant experience.
- The ability to work in a team setting, actively demonstrating willingness to collaborate, share information, and contribute to the unit's successes.
- Expected to remain current with capabilities of various software applications, as well as other aspects of the profession by attending training/education sessions.
- Presentations are required.

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

OPERATING AREA	BIENNIAL AMOUNT	FUND TYPE
	\$	

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, and employee name and position number. (Classification specification and salary information can be found at <http://www.oregon.gov/Pages/cgi-bin/ccrt.aspx?pg=ccrt>)