



STATE OF OREGON

POSITION DESCRIPTION



Agency: Oregon Parks and Recreation Department

Region: Headquarters

Management Unit / Division: Financial Services

Position Description Status: ☐ New ☒ Revised

- ☒ Classified Represented
- ☐ Classified Unrepresented
- ☐ Executive Service
- ☐ Mgmt Svc - Supervisory
- ☐ Mgmt Svc - Managerial
- ☐ Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

Employee Name		Position Number	4701061
Supervisor Name	Rebecca Jasso	Budget Authorization Number	000800750
Position Establishment Date	July 1, 2001	Agency Number	63400
Classification Title	Accountant 1	Representation Code	OAO
Classification Number	C1216	Position Description Revised Date	12/30/2024
Working Title	Reconciliation Accountant		
Work Location (Park)	Salem	Employee Review Date	

POSITION	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Full-time	<input type="checkbox"/> Limited Duration	<input type="checkbox"/> Academic Year
	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Part-time	<input type="checkbox"/> Intermittent	<input type="checkbox"/> Job Share

FLSA	<input type="checkbox"/> Exempt	IF EXEMPT	<input type="checkbox"/> Executive	ELIGIBLE FOR OVERTIME	<input checked="" type="checkbox"/> Yes
	<input checked="" type="checkbox"/> Non-Exempt		<input type="checkbox"/> Professional		<input type="checkbox"/> No
			<input type="checkbox"/> Administrative		

SECTION 2. PROGRAM AND POSITION INFORMATION

- a. Describe the program in which this position exists. Include program purpose, who is 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. Briefly describe (usually one or two sentences are sufficient) 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 facilitate the proper functioning of financial processes, contribute to accurate financial reporting, and ensure compliance with accounting standards and regulations. This role involves managing various accounting functions and tasks, such as reconciling accounts, preparing financial reports, analyzing fiscal data, and implementing internal controls. The primary goal is to contribute to the accurate recording and reporting of financial transactions, which in turn supports informed decision-making by management and helps the organization meet its financial and regulatory obligations.

SECTION 3. POSITION DUTIES

List position's major duties, stating percentage of time of each duty.

N New
R Revised
NC No Change

E Essential Functions
NE Non-Essential Functions

% OF TIME	DUTIES N / R / NC	E / NE	DESCRIPTION
20%	NC	E	<ul style="list-style-type: none"> Daily monitor Financial Management System (FMS) Feedback and respond to field by email or phone regarding any issues with the system. Setup and monitor any delegations in FMS and any changes to security access to associations. Research questions and provide solutions for controlled items and statistical entry. Forward questions on to appropriate accounting staff as needed. At the beginning of each biennium review any accounting structure changes, determine and set up the appropriate associations, and update security access to users. Maintain FMS User Group email account by setting up new employees; inactivating terminating employees; and completing quarterly review of account for current staff. As needed coordinate with IT Developer and lead accountant on resolution of most difficult and unusual problems including any technical issues that come up. Close financial month in FMS according to the FMS close calendar.
25%	R	E	<ul style="list-style-type: none"> Accounting representative for Identity Theft Protection Act. Includes identifying accounting information assets, classifying in appropriate categories, write procedures for storage and transportation. Financial Services contact for issues with VenTek machines and VenVue reports. Monitor status, work with parks to fix machine errors, reconcile to Venvue reports. <p>Agency SPOTS Card Coordinator</p> <ul style="list-style-type: none"> Processes applications for new and returning cardholders; revises spending limits; keeps cardholder records current. Reconciles cardholder logs to statements, resolves discrepancies. Seeks compliance with policies, rules and procedures; establishes internal procedures; recommends corrective action; documents steps to gain compliance with State and Agency-wide policies and procedures. Interprets laws, rules, regulations, policies and procedures, communicates changes to management and cardholders; recommends change to ensure compliance. Implements corrective action when required to ensure agency compliance. Evaluates success of programs; reports finding to management; revises policies as necessary; develops and provides program-related forms. Attends SPOTS Coordinator meetings.
20%	NC	E	<ul style="list-style-type: none"> Independently complete multiple complex monthly cash reconciliation of R*Stars to the bank records of Treasury. This includes the agency treasury account (650), lottery account (880), Mainstreet accounts, and field revolving fund account. Research and initiate corrections and make adjusting entries into R*Stars to correct out of balance conditions as appropriate. Reconcile monthly all debt service between R*Stars and Union Bank, initiate corrections and make adjusting entries. Annually initiate wire transfers to Union Bank. Record periodic debt service principal and interest payments and verify the payments agree to the debt service schedules. Maintain and update as needed all debt service and related amortization schedules. Annually enter year end transactions moving general ledger accounts and prepare Debt Disclosures for the CAFR.
25%	R	E	<ul style="list-style-type: none"> Administers security for statewide financial systems FMS, R*Stars, Datamart, Treasury, DMV, OregonBuys and VenVue Fee Machines to support internal controls. Administers security for Financial Services SharePoint page.

			<ul style="list-style-type: none"> Reviews and processes agency requests for security access changes and maintain internal procedures for security administration. Develop and maintain agency sub-delegation authorization letter through quarterly reviews. Responds to questions on security issues and assist staff with clarification of security access changes. Completes agency security reviews and statewide reviews submit R*Stars and Datamart reviews to DAS. Annually complete Payment Card Industry (PCI) assessment in coordination with IT. Determine appropriate form to be completed and any mitigation for out-of-scope areas. Ensure proper application of the PCI measures and controls. Validate and maintain ongoing compliance in the system approved by Treasury. Monitor compliance throughout the year.
10%	R	NE	<ul style="list-style-type: none"> Review desk procedures and propose changes. Backup for merchant ID's and terminal ID's for credit card machines, POYNT devices and VenVue Machines. Backup processing RV distributions for Interagency Accountant Backup processing Lodging Tax distribution for Interagency Accountant Backup pulling monthly DAFR Reports for Interagency Accountant Backup to Lead Accountant during year end verifying outstanding balances for Component Units. Maintain SFMA (Statewide Financial Management Application) profiles relating to contracts, and project numbers for OPRIS. Provide training to field staff. Other duties as assigned.
Ongoing	N	E	<ul style="list-style-type: none"> 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. Develop good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrate openness of constructive criticism and suggestions, and an effort to strengthen work performance. Contribute to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services. 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 and diversity-related efforts in order to diversify the workforce.
100%			

SECTION 4. WORKING CONDITIONS

Based on position requirements, include the appropriate working conditions section from the selections below and add any working conditions unique to the position.

WORKING CONDITIONS – OFFICE POSITIONS

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.

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 per week in the office and 1 day per month for Team meetings. Depending on workload more days may be required.

SECTION 5. GUIDELINES

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

- Oregon Revised Statutes
- Administrative Rules
- Generally Accepted Accounting Principles (GAAP)
- Oregon Accounting Manual (OAM)
- OPRD Policy and Procedure Manuals
- Registration and Reservation Administrative Procedures Manual (RRAP)
- SFMA Manuals
- OPRD Business Processes detailed in FMS on-line help
- Oregon State Treasurers Cash Management Manual
- Payment Card Industry Guidelines (PCI)

b. How are these guidelines used?

To ensure compliance with applicable laws, prescribed rules and policies, audit standards, and management directives.

SECTION 6. WORK CONTACTS

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	Daily/Weekly
Public	In person, 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.

The decisions made within this role involve applying established accounting principles, procedures, and policies to carry out various financial tasks. These decisions are important for ensuring accuracy in financial reporting, compliance with regulations, and the proper functioning of fiscal operations. The role involves tasks like reconciling accounts, preparing reports, handling revenue transfers, and ensuring compliance with accounting standards. These decisions likely require a good understanding of accounting rules and procedures, as well as the ability to analyze financial data to ensure accuracy and consistency.

While the decisions made in this position are important for maintaining accurate financial records and contributing to the financial health of the organization, they might not involve highly complex financial analysis, strategic planning, or policy development that would be characteristic of higher-level positions. Instead, the decisions primarily focus on executing established processes and procedures to manage financial transactions and reporting.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

CLASSIFICATION TITLE	POSITION NUMBER	HOW	HOW OFTEN	PURPOSE OF REVIEW
Accounting Manager 3-Financial Services Director	6220103	Review monthly reconciliations, responses to FMS feedback, review annual PCI Assessment	As needed	Reviews are to ensure understanding and compliance with policies and procedures.

SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position?

How many employees are supervised through a subordinate supervisor?

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plans 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 and 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:

- Skill in listening to what people say and asking appropriate questions to obtain needed information.
- Skill in providing factual information based on observation, knowledge and understanding.
- Skill in common courtesy while communicating with others.
- Skill in maintaining composure and taking appropriate action during emergency or emotionally charged situations.
- Skill in the use of a personal computer.
- Skill in evaluating situations, applying rules and guidelines, determining and carrying out appropriate course of action to achieve desired results.

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