



State of Oregon Position Description

Company: Department of Administrative Services
Organization: Statewide Accounting and Reporting - DAS
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Accountant 3	Job Profile ID:	1218
Business Title:	Senior Accounting Analyst	Position ID:	000000025044
Employee Name:		Company ID:	10700
Representation:	MMN	Budget Auth No:	720
Location:	Salem DAS Executive Building		
Supervisor:	Valentina Stepanova Rizzo (Accounting Manager 3)		
Position:			
Time Type:	Full Time		
FLSA:	Exempt		
Exempt Reason:	Professional Employee Exemption		
Overtime Eligible:	No		
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.

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The Department of Administrative Services (DAS) is the central administrative agency that leads state government to implement the policy and budget decisions of the Governor and Oregon Legislature. Employing an enterprise-wide perspective, DAS serves state government by developing and upholding accountability standards to ensure productive and efficient use of state government's financial, human and information resources.

DAS provides a stable management infrastructure and essential business services including technology, financial, procurement, publishing/distribution, human resources and facility asset management. These services support and enable state and local government agencies to carry out their missions, benefiting all Oregonians.

The Office of the Chief Financial Officer (CFO) is responsible for enterprise-wide fiscal planning and policy leadership. The CFO

provides guidance, training and direction to ensure fiscal integrity and consistency across state agencies. The Office routinely represents the Governor with other elected officials, political subdivisions, other states and investment houses. Specific policy sections within the Office include Budget Policy (BAM), Statewide Audit and Budget Reporting (SABRS), Capital Finance and Planning, and the Office of the State Controller.

This position functions within Statewide Accounting and Reporting Services Unit (SARS), which is within the Office of the State Controller and is responsible for statewide year- end closing coordination; preparation of the Oregon Annual Comprehensive Financial Report (ACFR); statewide accounting policy and the Oregon Accounting Manual; ad hoc reporting development and management, statewide audit review and ACFRS maintenance.

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 provide guidance, instruction, and direction to agencies on governmental accounting principles (GAAP), external financial reporting requirements, and federal reporting requirements. This position assists the most complex state agencies with year-end closing and prepares the most complex portions of the Oregon Annual Comprehensive Financial Report (ACFR).

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.

80%-NC-E

ACCOUNTING, FINANCIAL, and FEDERAL REPORTING:

ACFR Preparation – review and correct statewide financial information for most complex state agencies in accordance with generally accepted accounting principles (GAAP) and compile key sections of the ACFR’s financial statements and note disclosures, plus analyze and resolve difficult audit issues, including negotiation and resolution of such issues with the Secretary of State, Audits Division.

Year End Closing – coordinator of fiscal year-end adjustments for most complex state agencies to prepare accounting records for statewide audit and financial report completion. Provide guidance to other SARS staff on complex accounting and reporting issues during year-end closing. Analyze and resolve difficult accounting issues, both at agency and statewide level.

Agency Support – provide professional assistance and services to state agencies. Advise agencies on proper accounting for various transactions and recommend resolution to accounting and reporting issues. Interpret GAAP and recommend corrective action. Research difficult accounting and reporting issues and provide guidance to agency accounting and management staff.

10%-NC-E

ACCOUNTING POLICY:

Prepare statewide accounting, financial reporting and fiscal management policies and procedures in accordance with GAAP, federal regulations and state laws. Provide training on accounting policies when new pronouncements or regulations are issued. Revise existing policies when necessary.

10%-NC-NE

OTHER DUTIES:

Participate in staff development opportunities, assist with process improvement projects, and complete other duties as assigned.

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 involves frequent contact with executives, management, and staff both internal and external to the organization. It requires working with a variety of people and situations, which requires the incumbent to exercise diplomacy. Confidentiality of information must be maintained at all times. This position requires the ability to work on multiple tasks simultaneously, sometimes within short time frames, and interface effectively with business partners. It requires maintenance of tight deadlines and close coordination of a large number of tasks. There can be frequent interruptions, demanding timeframes, and non-traditional working hours. At times, weekend and evening work is required to meet customer demands and department deadlines, especially during preparation of the Annual Comprehensive Financial Report, which occurs August through December each year. Vacations are generally not possible during these months. This position requires significant use of a computer and video-conferencing.

Where an employee's duties can be successfully performed away from their central workplace, an employee is eligible for remote work, upon agency approval.

This position is suitable for remote work options.

There may be times that a position or an individual must be located full-time, on-site, within traditional business hours. Times when on-site presence can be required include but are not limited to training, performance, business alignment, accommodations, or resource availability.

To be eligible for remote work, staff must have a home workspace that meets all applicable technology, security and safety requirements including the ability to provide protection of confidential information. Staff are responsible for obtaining an appropriate broadband internet connection for working remotely.

Staff working remote shall:

- Meet all responsibilities and perform all duties as if their role was performed in a traditional work setting.
- Comply with all agency policies, guidelines, and management directives.
- Maintain a professional demeanor in the performance of all duties.
- Meet and maintain performance expectations.
- Be available each week during established work hours, as determined by the business need.

DAS is committed to diversity. Diversity efforts reinforce respectful treatment of others in the workplace. These efforts focus on identifying ways to work better together, reducing conflict by increasing understanding, improving collaboration, fostering teamwork, and increasing productivity and quality of services delivered by DAS. You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment.

Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management. This includes maintaining regular and punctual attendance; performing all duties in a safe manner; and complying with all policies and procedures.

SECTION 5. GUIDELINES

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

1. Generally Accepted Accounting Principles (GAAP)
2. Oregon Accounting Manual (OAM)
3. Principles of good internal control

4. Principles of cost accounting
5. Principles of governmental accounting
6. Oregon Revised Statutes (ORS)
7. Federal Laws and Regulations
8. Annual Comprehensive Financial Reporting System (ACFRS)
9. Relational Statewide Accounting and Reporting System (R*STARS)

How are these guidelines used?

The senior accounting analyst must use the guidelines (1 through 7) to analyze the information, decide on the relevant issues, be able to read and understand the applicable principles or rules, interpret the application of the principles to the issues, and apply the interpretation through the appropriate automated management information system (8 and 9). The senior accounting analyst must also understand the impact of these decisions on other existing systems. The senior accounting analyst must confer with the SARS Manager, or their designee, to verify that the decisions or recommendations are in compliance with general policy and consistent within the section.

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 Accountants	In Person, by mail, email or telephone	Answer questions, interpret guidelines, interpret GAAP, and recommend needed corrective action	Daily
Agency Fiscal Managers	In Person, by mail, email or telephone	Consult and advise on fiscal, budget matters, interpretation of policy, ORS, and GAAP.	Daily
Auditors	In Person, by mail, email or telephone	Coordinate ACFR presentation, discuss interpretations of GAAP compliance and other guidelines	As Needed
Budget Analysts	In Person, by mail, email or telephone	Consult and advise on fiscal, budget matters, interpretation of policy, ORS, and GAAP	As Needed
Chief Financial Office Staff	In Person, by mail, email or telephone	Consult and advise on fiscal and accounting rules and procedures	Monthly
Federal Officials	In Person, by mail, email or telephone	Discuss problems and technical issues. Provide the state's position on federal issues.	As Needed
Professional Accounting Standards Organizations	In Person, by mail, email or telephone	Discuss problems and technical issues; Provide the state's position regarding changes to accounting standards	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Requires analysis of various policies and procedures to make technical decisions as to the proper accounting and reporting treatment for an event or transaction. Recommends to agencies correct accounting theory and application based on accurate analysis and interpretation of accounting guidelines. Requires interpretation of federal regulations. Indirectly supervises fiscal operations statewide through policy formulation and implementation. Writes policy, implementation procedures, and guidelines for agency use. Reviews practices and processes of agencies for compliance with policies, procedures and guidelines. Requires ability to successfully manage projects that have statewide implications. Incorrect interpretation of accounting and reporting requirements could result misstatements, errors, and/or omissions in the state's

Annual Comprehensive Financial Report (ACFR) and the annual reporting package filed with the federal government. Errors in the ACFR could affect the state’s bond credit rating. Federal grant reporting errors could result in the loss of federal funds. All information given from this office must be accurate. It is difficult to retract wrong responses, which create a poor image for the Section, the Division and the Department.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Accounting Manager 3	0150007	In Person, by mail, email or telephone	Quarterly	Performance evaluation
Accounting Manager 3	0150007	In Person, by mail, email or telephone	As Needed	To assure technical consistency

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 is subject to a criminal records check, which may require fingerprints. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check (FBI). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management. You are to be aware of Affirmative Action and the department’s Diversity strategies and goals.

Additional skills, abilities and requirements:

- Be an expert in accounting and financial reporting, as well as a management advisor, with effective verbal and written communication skills.
- Be self-motivated and be able to meet numerous firm deadlines with frequent interruptions in their daily work schedules.
- Technical knowledge of accounting standards as published by the Governmental Accounting Standards Board (GASB) and other recognized authoritative bodies, as well as knowledge of specific state and federal laws and regulations.
- Possesses an in-depth understanding of the principles of governmental accounting and financial reporting.
- Knowledge of agency and central financial operations (including knowledge of the Relational Statewide Accounting and Reporting System) and ability to apply analytical review techniques to identify problems and suggest solutions/improvements.
- Ability to use software applications including Microsoft Word, Excel, Access, and Outlook. Incumbent must remain current with capabilities of various software applications as well as other aspects of the profession by attending training/education sessions.
- Ability to work in a team setting, actively demonstrating willingness to collaborate, share information, and contribute to the unit’s successes.
- Nature of the work requires initiative and performance with little supervision.
- Experience with the Oregon Accounting Manual (OAM) and internal control principles.
- Experience interpreting and applying state rules, policies, regulations, and processes.
- Comfort with regular interaction with agency staff to executive leadership.
- Training and presentation skills.

SECTION 11. BUDGET AUTHORITY

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

Operating Area	Biennial Amount	Fund Type
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SECTION 12. ORGANIZATIONAL CHART

See Organizational Chart (attach copy or view within Workday).

SECTION 13. SIGNATURES

Employee

Date

Manager

Date

Appointing Authority

Date