



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
2/21/2019

Agency: Agriculture

Facility: Salem Office

New Revised

This position is:

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

SECTION 1. POSITION INFORMATION

Form fields for Section 1: a. Classification Title: Accountant 3; b. Classification No: C1218; c. Effective Date; d. Position No: 0533510; e. Working Title: Fiscal Analyst; f. Agency No: 60300; g. Section Title: Admin Services - Finance; h. Budget Auth No: 533510; i. Employee Name; j. Repr. Code: OAO; k. Work Location: Salem - Marion; l. Supervisor Name: Andrea Boyer; m. Position: Permanent, Full-Time; n. FLSA: Exempt; o. Eligible for Overtime: 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 mission for the Oregon Department of Agriculture (ODA) is to ensure healthy natural resources, environment, and economy for Oregonians now and in the future through inspection and certification, regulation, and promotion of agriculture and food. The vision for ODA is to remain able to serve the changing needs of Oregon's diverse agricultural and food sectors to maintain and enhance a healthy natural resource base and a strong economy in rural and urban communities across the state. The department's budget exceeds \$128 million and is split between fees, the General Fund, Lottery Funds and Federal Funds. During peak seasonal activities, the department will employ over 500 employees to carry out its varied functions. The Administrative Services Division functions in direct support of the department's mission. Administrative Services includes diverse functions, such as accounts payables/receivables, control accounting, budgeting, information systems, licensing, Human Resources, procurement and fleet management. There are 29 positions responsible for fulfilling all of these support functions. This position works with the agency's financial management team.

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:

This position works with the agency's financial management team. As a team member, provides professional level expertise in integrated financial management systems including but not limited to the agency's processes for internal control and accounting systems such as accounts receivable and payable. Incumbent uses a total systems approach to process problem identification, resolution development, and implementation. Incumbent assures that federal grants/contracts are properly administered. Prepares invoices for federal contracts and interagency agreements. Incumbent prepares the annual agency financial statement.

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
20%	NC	E	<p>Performs program and agency analysis and forecasts as needed: defines and interprets fiscal and accounting policy to assure compliance with the Oregon Accounting Manual (OAM), GAAP, program regulations and customer reporting requirements; reviews fiscal and accounting policies and procedures to ensure effective delivery of service, integrity of financial management system, and compliance with guidelines and established goal; designs and implements improved internal control systems and procedures; develops policies and procedures for internal control of financial management systems; studies, modifies and implements improvements in subsidiary and general accounting systems, i.e. accounts receivable, accounts payable, program revenue and expenditures. Identifies problems and develops alternative courses of action; analyzes fiscal data to determine trends, potential problem areas and to advise managers on projected outcomes and improvements or corrective measures needed.</p>
35%	NC	E	<p>Coordinates and monitors federal contracts and grants: advises state program personnel on fiscal and compliance issues; establishes, in accounting system, appropriate federal and state matching PCA's in the agency's accounting records to assure proper recording of expenditures; monitors state matching and federal expenditures to ensure they are appropriate and remain within required budgetary and contract limits; prepares invoices and request for reimbursement/advances for submittal to federal agencies; prepares quarterly/semiannual and final Financial Status Reports for submittal to federal agencies; monitors contracts to verify that appropriate indirect rates are used; makes adjusting accounting entries as necessary before end of grant reporting period.</p>

10%	NC	E	Financial Reporting: prepares financial statements from the accounting system data warehouse for assigned divisions; research information and compile special fiscal reports for presentation to legislative committees, industry groups and the department. Meet with assigned divisions, at least quarterly, to discuss financial status.
9%	NC	E	Analyze and prepare statewide financial reports (SFR) for the agency: coordinate agency's entries with agency accounting staff to assure correct entries are made; prepare general ACFR disclosure and the Schedule of Expenditures of Federal Awards; confers in writing and by telephone to resolve any discrepancies of procedure or policy within state laws, regulations and Generally Accepted Accounting Principles with all corresponding agencies; works closely with Statewide Accounting and Reporting Section (SARS) analyst in order to present agency's revenues and expenditures in a timely and proficient manner.
1%	NC	E	Annually, by December 31, prepare agency's indirect cost rate for submission to the U.S. Department of Agriculture for an approved rate.
5%	NC	E	Maintain Statewide Financial Management Systems (SFMA) profiles for the agency: design, develop, establish and/or modify department program and organization structures in SFMA to capture and organize information for producing meaningful management reports; ensure new or changed programs are incorporated into the structures and that structures are compatible with the State of Oregon budgeting system (ORBITS); establish and/or modify department recurring transactions profiles - fund splits.
5%	NC	E	Maintain the accounting records for the agency's fleet: coordinate with the agency's Fleet Manager to establish profiles for new vehicles; reconcile quarterly the fleet database to agency's accounting records; prepare accounting entries for fleet-related transactions, i.e. gain/loss on sale of vehicles, record capital asset when new vehicles are purchased.
10%	NC	E	Ballot Measure 76 Lottery Funds: provide biennium end projections and prepare any necessary end-of-biennium entries.
5%	NC	E	Other duties as assigned, which include: back up position for monitoring the 530 screen for any W, R, 3, 4, 8, 9, A batches and reviewing and releasing SFMA batches by Accounts Payable staff; record capital assets for any capital outlay purchases recorded in the accounting system; prior biennium actual revenues and expenditures between SFMA and ORBITS and resolve all ORBITS audit errors; other duties as assigned.
ongoing			Work Environment: Demonstrates the ability to appropriately handle stress and interact with others, including co-workers, stakeholders, and the public.
ongoing			Customer Service: Demonstrates and fosters an attitude of being open and friendly to agency customers.

ongoing			Works to find ways to help customers solve problems. Educates customers on the values of required actions. Assists customers in complying with existing regulations and procedures, etc.

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.

General office environment. Extensive daily computer use and desk work. Working with confidential and sensitive information. Must be able to work independently, as well as in a team environment. Must be able to perform job duties accurately and within time constraints. May include some in-state travel.

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
- Federal Financial Assistance Regulations
- GAAP (Generally Accepted Accounting Principles)
- Collective Bargaining Agreement
- Agency Policies and procedures

b. How are these guidelines used?

The work performed must comply with these guidelines so as not to contradict statute, administrative rule, policy or government accounting principles.

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?
Deputy Directors, Program Directors, and ODA Managers	Person/phone/email	Discuss / resolve issues	Weekly
Agency personnel	Person/phone/email	Discuss / resolve issues	Weekly
Other state agencies	Person/phone/email	Discuss / resolve issues	As necessary
Federal agencies	Phone/email	Discuss / resolve issues	As necessary

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

SECTION 7. POSITION RELATED DECISION MAKING

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

Decisions made could affect "accounting systems" such as accounts receivable or accounts payable. Decisions could affect various grants and a variety of contracts between agencies (state and federal) public organizations, private businesses and individuals.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Budget & Fiscal Manager 2	0139220	reviews	as needed	to assure deadlines have been met and there has not been any miscommunication
State and/or Federal Auditors		audits / reviews	as needed	for conformance to standards

Note: If additional rows of the below table are needed, place cursor 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:

Thorough knowledge of governmental accounting principles, methods and audit standards; skill reviewing accounting transactions for conformance; skill preparing/interpreting financial statements, accounting reports; skill effectively working with program personnel, federal agencies, public entities. Knowledge of the operation of computer based accounting system. Ability to perform detail work involving written or numerical data and to make independent determinations on basic accounting problems.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type

Note: If additional rows of the below table are needed, place cursor 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