

The Accounting Clerk II is the lesser paid one that has less duties, she only does payroll and purchasing. The Account Specialist is Kristy's position it does all A/P, cash receipts, A/R, all project management, backs up payroll, balance sheet recon..... This is where Ellen is paid.

		1	2	3	4	5	6	7	LGS 1	LGS 2	LGS 3	LGS 4	LGS 5
Accounting Clerk II	<i>Hourly</i>	18.78	19.72	20.73	21.75	22.84	23.99	25.18	25.56	25.94	26.33	26.72	27.12
	<i>Monthly</i>	3258	3419	3591	3768	3959	4156	4364	4429	4496	4563	4632	4701
	<i>Annually</i>	39089	41020	43102	45230	47511	49893	52373	53159	53956	54765	55587	56421
Accounting Specialist	<i>Hourly</i>	19.72	20.73	21.75	22.84	23.99	25.18	26.45	26.85	27.25	27.66	28.07	28.49
	<i>Monthly</i>	3419	3591	3768	3960	4160	4364	4585	4654	4724	4794	4866	4939
	<i>Annually</i>	41020	43102	45230	47511	49893	52373	55005	55830	56668	57518	58380	59256

These are both Union positions.

The Senior Accountant position, this is where Ellen is moving to. This position is not union represented

TITLE		1	2	3	4	5	6	7	8	LGS 1	LGS 2	LGS 3	LGS 4	LGS 5
Senior Accountant	<i>Hourly</i>	28.01	29.22	30.50	31.81	33.20	34.64	36.15	37.73	38.29	38.86	39.44	40.03	40.63
	<i>Monthly</i>	4855	5066	5286	5514	5755	6005	6265	6539	6637	6737	6838	6941	7045
	<i>Annually</i>	58,262	60,787	63,438	66,169	69,057	72,059	75,187	78,473	79,650	80,845	82,057	83,288	84,538

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

Title: **Payroll and Accounting Clerk**
Position Classification: Accounting Clerk II
Department: General Administration
Reports to: Finance Manager

SUMMARY OF POSITION

Performs administrative and technical accounting services in support of the Finance Department. Responsible for Agency's payroll processing and reconciliation of all payroll related accounts. Other related functions include account analysis and budget preparation support. Oversees agency purchasing and printing needs. Provides backup support for the Contracts Coordinator.

ESSENTIAL JOB DUTIES

Performs position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engages in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develops 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. Demonstrates positive acceptance of constructive feedback and suggestions, in an effort to strengthen work performance. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

Payroll

- Posts, balances, and maintains manual and computerized accounting records related to payroll.
- Collects and reviews payroll information, enters computer data, computes deductions and leave accruals, and submits electronic processing of payroll. Maintains employee paid leave accruals.
- Responsible for labor cost allocation system and reporting, and payroll expenditure account distribution.
- Provides staff support in payroll related research.
- Prepares quarterly state and federal tax and workers' Comp reports and assists in preparing and reconciling a variety of other financial reports.

Purchasing

- Orders and maintains agency office supplies and printing needs. Conducts research to obtain pricing and ensure cost savings.

Administrative

- Provides administrative and clerical support to the Finance department as assigned.
- Confers with vendors and/or departments regarding a variety of transactions.
- Prepares and a variety of financial reports.
- Maintains and ensures regular maintenance and servicing of agency vehicles.
- Utilizes specialized finance & accounting software (Springbrook/Accela), making deposits in addition to generating monthly program financial reports, and others reports as required.
- Organizes and maintains department files and filing system.
- Serves as liaison between staff and photocopier vendor. Performs monthly audit of copier counts, submits report, and prepares monthly journal entry.
- Prepares and review monthly journal.
- Handles confidential documents, various reports, contracts and letters as assigned.
- Produces reports as requested.
- Process and sort all finance incoming US Mail.

OTHER JOB DUTIES

- Maintains and updates Finance department's internal and external web pages.
- May coordinate and develop meeting agendas and secures appropriate facilities and needs

Accounting Clerk (Cont.)

for meetings.

- Assists in year-end pre-audit and annual audit preparation
- Backs up monitoring and maintaining agency hard file archiving and storage system, as needed.
- Other related duties as assigned.

SUPERVISION RECEIVED: Receives general supervision from the Finance Manager. May receive work assignments and direction from the Executive Director, Deputy Director and/or Finance Director.

SUPERVISORY RESPONSIBILITIES: None.

MENTAL & PHYSICAL JOB SKILLS

N = Never (0%)

O = Occasionally (21 to 50%)

C = Continuously (81 to 100%)

R = Rarely (1 to 20%)

F = Frequently (51 to 80%)

Mental

- | | | |
|---|---------------------------------|---------------------------|
| (C) Interpersonal Skills | (F) Initiative | (C) Detail/Accuracy |
| (F) Basic Math (add, subtract, multiply, divide) | (F) Creativity | (O) Brainstorming/Concept |
| (F) Advanced Math (analysis, statistics, significant data or number manipulation) | | |
| (C) Written English Communication | | |
| (C) Coordination of Multiple Tasks | (C) English Comprehension | (F) Memory |
| (F) Reasoning/Judgment/Decision Making | (F) Adapting to Constant Change | (F) Teamwork |
| (F) Research | (R) Presentation/Teaching | (R) Selling |
| (F) Organization/Planning | (C) Client/Service Skills | (R) Persuasion |
| (C) Timeliness | (F) Management of Stress | |
| (F) Negotiation | | |
| (R) Mentoring | | |

Physical

- | | | | |
|--------------------------------------|----------------------|--------------------------------|-----------------------------|
| (F) Standing | (F) Sitting | (O) Walking | (O) Stooping |
| (R) Kneeling | (N) Crawling | (N) Climbing | (F) Talking |
| (C) Hearing | (O) Reaching | (F) Handling | (C) Eye/hand coordination |
| (N) Tasting/smelling | (C) Vision (1-10 ft) | (F) Vision (10-20 ft) | (O) Long range vision (20+) |
| (F) Repetitive Motion (hands/wrists) | | (R) Repetitive Motion (feet) | |
| (R) Pushing <u>10 lbs/day</u> | | (R) Pulling <u>10 lbs/day</u> | (O) Acute Color |
| (O) Lifting <u>25 lbs/day</u> | | (O) Carrying <u>25 lbs/day</u> | |

WORKING CONDITIONS

Work is performed primarily in an office environment utilizing a personal computer, telephone and a variety of office equipment. Position requires sitting for long periods of time and performing extensive computer and ten-key work. Travel may be required to attend meetings and other events.

MINIMUM QUALIFICATIONS

Experience & Training

Two years of responsible accounting/bookkeeping experience. High school diploma or equivalent, preferably supplemented by college or business school training in bookkeeping or accounting. Experience in processing payroll and related required payroll reports. OR, any satisfactory combination of education, experience and training which demonstrates the knowledge, skills, and abilities to perform the duties of the job.

Knowledge, Skills and Abilities

- Considerable knowledge of standard accounting/bookkeeping principles and practices;
- Considerable knowledge of office methods and procedures;
- Considerable knowledge of office record keeping and reporting procedures and practices;
- Considerable knowledge of payroll rules, regulations and reporting requirements;
- Knowledge of wage and hour laws;
- Ability to operate office equipment including a personal computer, a ten-key adding machine, and photocopy machine;
- Knowledge of and ability to utilize Microsoft software including, Microsoft Excel, Word, and Access database;
- Skills in performing detailed and complex clerical tasks,
- Ability to understand verbal and written operating instructions and procedures and to initiate suggestions for appropriate involvement;
- Ability to read, prepare and understand statistical reports and recognize mathematical and/or data entry errors;
- Ability to pay attention to detail;
- Ability to exercise good time management skills in order to accomplish both daily tasks and on-going projects;
- Ability to work with other staff and the public in a courteous and efficient manner;
- Ability to identify and refer significant policy inquiries to supervisor;
- Ability to work independently and handle multiple projects and a high volume of work;
- Ability to initiate own work with a minimum of supervision;
- Ability to make independent judgments in implementing established procedures;
- Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately;
- Ability to effectively communicate both orally and in writing;
- Ability to interact effectively with other employees and the public;
- Ability to cope with stressful deadlines;
- Ability to read, write, prepare statistical reports and recognize mathematical and data entry errors.

Licenses, Certificates, & Other Requirements

Possession of a Valid Oregon Driver's License, or have the ability to obtain reliable transportation in order to travel throughout the three-county area.

Position requires successful completion of a criminal history check.

Accounting Clerk (Cont.)

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently.

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

Title: **Accounting Clerk II**

Position Classification: Accounting Clerk II

Department: General Administration

Reports to: Senior Accountant

SUMMARY OF POSITION

Performs administrative and technical accounting services in support of the Finance Department. Responsible for account reconciliations; support of accounts payable, accounts receivable, and cash receipts functions and periodic financial reports. Assignments may include processing and preparing payroll in backing up staff. Other related functions include account analysis and budget preparation support. Oversees agency purchasing and printing needs.

ESSENTIAL JOB DUTIES

Performs position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engages in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develops 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. Demonstrates positive acceptance of constructive feedback and suggestions, in an effort to strengthen work performance. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

- Provides administrative and clerical support to the Finance Department as assigned.
- Confers with vendors and/or departments regarding a variety of transactions.
- Prepares and a variety of financial reports.
- Maintains and ensures regular maintenance and servicing of agency vehicles.
- Provides administrative assistance in preparing the annual budget document. Works closely with the Finance Director and Executive Director regarding budgetary information and compilation.
- Utilizes specialized finance & accounting software (Springbrook) to serve as back-up for the Accounting Specialist, entering invoices, printing checks, making deposits in addition to generating monthly program financial reports, and others reports as required.
- Organizes and maintains department files and filing system.
- Serves as liaison between staff and photocopier vendor. Performs monthly audit of copier counts, submits report, and prepares monthly journal entry.
- Prepares and review monthly journal entries.
- Handles confidential documents, various reports, contracts and letters as assigned.
- Produces reports as requested.
- Processes incoming and outgoing mail for Tech Services and/or Facilities.
- Reconciles Tech Services receipts to VISA statements.
- Monitors and maintains agency hard file archiving and storage system.
- Orders and maintains agency office supplies and printing needs. Conducts research to obtain pricing and ensure cost savings.
- Process and sort all finance incoming US Mail.

OTHER JOB DUTIES

- Maintains department's various filing systems.
- Maintains and updates Finance Department's internal and external web pages.
- May coordinate and develop meeting agendas and provide appropriate facilities and needs for project related meetings.
- Assists in year-end pre-audit and annual audit preparation.
- Other related duties as assigned.

SUPERVISION RECEIVED: Receives general supervision from the Senior Accountant. Will periodically receive work assignments and direction from the Executive Director, Deputy Director and/or Finance Director.

SUPERVISORY RESPONSIBILITIES: None.

MENTAL & PHYSICAL JOB SKILLS

N = Never (0%)

R = Rarely (1 to 20%)

O = Occasionally (21 to 50%)

F = Frequently (51 to 80%)

C = Continuously (81 to 100%)

Mental

- | | | |
|---|---------------------------------|---------------------------|
| (C) Interpersonal Skills | (F) Initiative | (C) Detail/Accuracy |
| (F) Basic Math (add, subtract, multiply, divide) | (F) Creativity | (O) Brainstorming/Concept |
| (F) Advanced Math (analysis, statistics, significant data or number manipulation) | (C) English Comprehension | (F) Memory |
| (C) Written English Communication | (F) Adapting to Constant Change | (F) Teamwork |
| (C) Coordination of Multiple Tasks | (R) Presentation/Teaching | (R) Selling |
| (F) Reasoning/Judgment/Decision Making | (C) Client/Service Skills | (R) Persuasion |
| (F) Research | (F) Management of Stress | |
| (F) Organization/Planning | | |
| (C) Timeliness | | |
| (F) Negotiation | | |
| (R) Mentoring | | |

Physical

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|--------------------------------------|--------------------------------|-----------------------|-----------------------------|
| (F) Standing | (F) Sitting | (O) Walking | (O) Stooping |
| (R) Kneeling | (N) Crawling | (N) Climbing | (F) Talking |
| (C) Hearing | (O) Reaching | (F) Handling | (C) Eye/hand coordination |
| (N) Tasting/smelling | (C) Vision (1-10 ft) | (F) Vision (10-20 ft) | (O) Long range vision (20+) |
| (F) Repetitive Motion (hands/wrists) | (R) Repetitive Motion (feet) | | |
| (R) Pushing <u>10 lbs/day</u> | (R) Pulling <u>10 lbs/day</u> | (O) Acute Color | |
| (O) Lifting <u>25 lbs/day</u> | (O) Carrying <u>25 lbs/day</u> | | |

WORKING CONDITIONS

Work is performed primarily in an office environment utilizing a personal computer, telephone and a variety of office equipment. Position requires sitting for long periods of time and performing extensive computer and ten-key work. Travel may be required to attend meetings and other events.

MINIMUM QUALIFICATIONS

Experience & Training

Two years of responsible accounting/bookkeeping experience. High school diploma or equivalent, preferably supplemented by college or business school training in bookkeeping or accounting; OR, any satisfactory combination of education, experience and training which demonstrates the knowledge, skills, and abilities to perform the duties of the job.

Knowledge, Skills and Abilities

- Considerable knowledge of standard accounting/bookkeeping principles and practices;
- Considerable knowledge of office methods and procedures;
- Considerable knowledge of office record keeping and reporting procedures and practices;
- Ability to operate office equipment including a personal computer, a ten-key adding machine, and photocopy machine;
- Knowledge of and ability to utilize Microsoft software including, Microsoft Excel, Word, and Access database;
- Skills in performing detailed and complex clerical tasks,
- Ability to understand verbal and written operating instructions and procedures and to initiate suggestions for appropriate involvement;
- Ability to read, prepare and understand statistical reports and recognize mathematical and/or data entry errors;
- Ability to pay attention to detail;
- Ability to exercise good time management skills in order to accomplish both daily tasks and on-going projects;
- Ability to work with other staff and the public in a courteous and efficient manner;
- Ability to identify and refer significant policy inquiries to supervisor;
- Ability to work independently and handle multiple projects and a high volume of work;
- Ability to initiate own work with a minimum of supervision;
- Ability to make independent judgments in implementing established procedures;
- Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately;
- Ability to effectively communicate both orally and in writing;
- Ability to interact effectively with other employees and the public;
- Ability to cope with stressful deadlines;
- Ability to read, write, prepare statistical reports and recognize mathematical and data entry errors.

Licenses, Certificates, & Other Requirements

Possession of a Valid Oregon Driver's License, or have the ability to obtain reliable transportation in order to travel throughout the three-county area.

Position requires successful completion of a criminal history check.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently.

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

Title: **Accounting Specialist**

Position Classification: Accounting Specialist

Department: General Administration

Reports to: Finance Director Finance Manager

SUMMARY OF POSITION

Performs highly technical accounting services in support of the Agency's Finance Department. Responsible for accounts payable functions, vendor communication and relationships, loan payment, processing loan disbursements, bank activity, accounts receivable, and cash receipts. payroll responsibilities and payroll back-up, cash account reconciliation and periodic financial reports. Assignments may include processing and preparing payroll. Compiling annual budget trending, line item analysis for budget purposes and management information as requested. Account analysis and budget preparation support.

ESSENTIAL JOB DUTIES

Performs position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engages in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develops 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. Demonstrates positive acceptance of constructive feedback and suggestions, in an effort to strengthen work performance. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services. An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

- Creates reports and analysis for budget preparation and support.
- Processes all Section 125 Cafeteria Plan reimbursements and monitors individual employee balances. Provides and maintains necessary back-up for annual audit, documentation both calendar and fiscal year. Reconciles Cafeteria Plan activities.
- Processes checks and payments for all organization accounts payable benefits including any payroll related expense not process through the payroll deck. PERS, Deferred Compensation, and taxes.
- Posts, balances, and maintains manual and computerized accounting records related to accounts payable/accounts receivable. Ensures compliance with Generally Accepted Accounting Principles (GAAP).
- Processes all incoming bills, invoices and other payables for payment.
- Prepares and makes daily weekly bank deposits as required.
- Maintains vendor payment files and systems and is responsible for account distribution and allocations.
- Confers with vendors and/or departments regarding all types of transactions.
- Prepares and reconciles a variety of financial reports (including budget trending, personnel expenses, line item trending and audit detail by line item).
- Develops, maintains and implements purchasing system for equipment, furniture and other major materials and supplies consistent with state law.
- Establishes and maintains the agency's procedures for ordering normal office supplies.
- Researches prices for Finance Department tax related forms office supplies and recommends vendors to department staff responsible recommendation to manager for ordering for

Accounting Specialist (Cont.)

ordering.

- Maintains office purchase order system and trains appropriate staff in the use of purchase orders.
- Maintains inventory of all agency equipment and vehicles.

OTHER JOB DUTIES

- Maintains department's various filing systems.
- Processing payroll as directed.
- Assists with budget preparation, line item analysis and documentation.
- Assists in year-end pre-audit preparation including analysis and review of accounts payable related accounts.
- Performs other related duties as assigned by supervisor.

SUPERVISION RECEIVED: Receives general supervision from the Finance Director Manager. May receive work assignments and direction from the Senior Accountant Finance Director.

SUPERVISORY RESPONSIBILITIES: None.

MENTAL & PHYSICAL JOB SKILLS

R = Rarely (< 1%)

F = Frequently (34% - 66%)

O = Occasionally (1% - 33%)

C = Continuously (67% - 100%)

Mental

- | | | |
|---|---------------------------------|---------------------------|
| (C) Interpersonal Skills | | |
| (F) Basic Math (add, subtract, multiply, divide) | | |
| (C) | | |
| (F) Advanced Math (analysis, statistics, significant data or number manipulation) | | |
| (C) Written English Communication | | |
| (C) Coordination of Multiple Tasks | (F) Initiative | (C) Detail/Accuracy |
| (F) Reasoning/Judgment/Decision Making | (F) Creativity | (O) Brainstorming/Concept |
| (O) Research | (C) English Comprehension | (F) Memory |
| (F) Organization/Planning | (F) Adapting to Constant Change | (F) Teamwork |
| | | (C) |
| (C) Timeliness | (R) Presentation/Teaching | (R) Selling |
| (O) Negotiation | (C) Client/Service Skills | (R) Persuasion |
| (R) | | |
| (R) Mentoring | (O) Management of Stress | |

Physical

- | | | | |
|--|---------------------------------------|-----------------------|-----------------------------|
| (F) Standing | (F) Sitting | (O) Walking | (O) Stooping |
| (R) Kneeling | (N) Crawling | (N) Climbing | (F) Talking |
| (C) Hearing | (O) Reaching | (F) Handling | (C) Eye/hand coordination |
| (N) Tasting/smelling | (C) Vision (1-10 ft) | (F) Vision (10-20 ft) | (O) Long range vision (20+) |
| (F) Computer/Keyboard/mouse track ball use | (O) Acute Color | | |
| (R) Pushing <u>10 lbs/day</u> | (R) Pulling <u>10 lbs/day</u> | | |
| (O) Lifting <u>10 lbs/day</u> | (O) Carrying <u>25 lbs/day</u> | | |

WORKING CONDITIONS

Work is performed primarily in an office environment utilizing a personal computer, telephone and a variety of office equipment. Position requires sitting for long periods of time and performing extensive computer and ten-key work. **Frequent** travel may be required to attend meetings and other events.

MINIMUM QUALIFICATIONS

Experience & Training

Two years of responsible accounting/bookkeeping experience. High school diploma or equivalent, preferably supplemented by college or business school training in bookkeeping or accounting; OR, any satisfactory combination of education, experience and training which demonstrates the knowledge, skills, and abilities to perform the duties of the job.

Knowledge, Skills and Abilities

Considerable knowledge of standard accounting/bookkeeping principles and practices;
Considerable knowledge of office methods and procedures;
Considerable knowledge of office record keeping and reporting procedures and practices;
Working knowledge of payroll and withholding tax laws and regulations;
Knowledge of and ability to utilize Microsoft software including, Microsoft Excel, Word, and Access database;
Ability to operate office equipment including a personal computer, a ten-key adding machine, and photocopier machine;
Ability to make independent judgments in implementing established procedures;
Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately;
Ability to effectively communicate both orally and in writing;
Ability to interact effectively with other employees and the public;
Ability to cope with stressful deadlines;
Ability to read, write, prepare statistical reports and recognize mathematical and data entry errors.

Licenses, Certificates, & Other Requirements

Possession of a Valid Oregon Driver's License, or have the ability to obtain reliable transportation in order to travel throughout the three-county area.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently.

Updated 9/05

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

Title: **Senior Accountant**

Department: General Administration

Reports to: Finance Director

SUMMARY OF POSITION

Processes payroll for approximately 160 employees and files appropriate payroll and/or tax reports; assists with the annual audit and annual financial report projects; and provides technical and analytical assistance. Prepares journal entries as needed to record various transactions, including interest allocation, payroll, budget transfers, adjustments, etc. Audits & posts fiscal transactions. Reconciles bank statements and expenditures. Reconciles multiple bank accounts & subsidiary ledgers.

ESSENTIAL JOB DUTIES

Performs position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engages in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develops 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. Demonstrates positive acceptance of constructive feedback and suggestions, in an effort to strengthen work performance. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

Payroll

- Posts, balances, and maintains manual and computerized accounting records related to payroll.
- Collects and reviews payroll information, enters computer data, computes deductions and leave accruals, and prints and distributes pay checks. Maintains employee paid leave accruals.
- Responsible for labor cost allocation system and reporting, and payroll expenditure account distribution.
- Provides staff support in payroll related research.
- Prepares quarterly state and federal tax reports and assists in preparing and reconciling a variety of other financial reports.

Accounting

- Assists Finance Director and staff in the annual audit and Comprehensive Annual Financial Report.
- Provides technical assistance to COG personnel. Performs special projects, financial analyses and research.
- Reconciles bank statements, fixed assets, and expenditures. Reviews reconciliation of COG bank accounts & subsidiary ledgers.
- Prepares journal entries as needed to record various transactions, including interest allocation, payroll, budget transfers, adjustments, etc. Audits & posts fiscal transactions. Prints and distributes reports for general ledger transactions.

Reporting Requirements

- Quarterly Reports
 - Small Business Administration
 - United States Department of Agriculture - IRP
 - United Way Grants
 - Department of Human Services – Medicaid
 - Economic Development Administration – Revolving Loan Funds
- Payroll and/or Tax Reports
 - SAIF Reports
 - Federal 941's

OTHER JOB DUTIES

Senior Accountant (cont.)

- Performs other related duties as assigned by supervisor.

SUPERVISION RECEIVED: Receives general supervision from the Finance Director.

SUPERVISORY RESPONSIBILITIES: None.

MENTAL & PHYSICAL JOB SKILLS

R = Rarely (< 1%) *O = Occasionally (1% - 33%)*
F = Frequently (34% - 66%) *C = Continuously (67% - 100%)*

Mental

- | | | |
|---|---------------------------------|---------------------------|
| (C) Interpersonal Skills | | |
| (F) Basic Math (add, subtract, multiply, divide) | | |
| (F) Advanced Math (analysis, statistics, significant data or number manipulation) | | |
| (C) Written English Communication | | |
| (C) Coordination of Multiple Tasks | (F) Initiative | (C) Detail/Accuracy |
| (F) Reasoning/Judgment/Decision Making | (F) Creativity | (F) Brainstorming/Concept |
| (F) Research | (C) English Comprehension | (C) Memory |
| (F) Organization/Planning | (F) Adapting to Constant Change | (F) Teamwork |
| (C) Timeliness | (O) Presentation/Teaching | (R) Selling |
| (O) Negotiation | (C) Client/Service Skills | (O) Persuasion |
| (F) Mentoring | (O) Management of Stress | |

Physical

- | | | | |
|--|--------------------------------|-----------------------|-----------------------------|
| (O) Standing | (F) Sitting | (O) Walking | (O) Stooping |
| (R) Kneeling | (N) Crawling | (N) Climbing | (F) Talking |
| (C) Hearing | (O) Reaching | (F) Handling | (F) Eye/hand coordination |
| (N) Tasting/smelling | (C) Vision (1-10 ft) | (F) Vision (10-20 ft) | (O) Long range vision (20+) |
| (F) Computer/Keyboard/mouse track ball use | (O) Acute Color | | |
| (R) Pushing <u>10 lbs/day</u> | (R) Pulling <u>10 lbs/day</u> | | |
| (O) Lifting <u>10 lbs/day</u> | (O) Carrying <u>25 lbs/day</u> | | |

WORKING CONDITIONS

Work is performed primarily in an office environment utilizing a personal computer, telephone and a variety of office equipment. Position requires sitting for long periods of time and performing extensive computer and ten-key work. Frequent travel may be required to attend meetings and other events.

MINIMUM QUALIFICATIONS

Experience & Training

Completion of a four-year university education in accounting business or public administration, and four years of governmental accounting including experience in internal control practices, financial audits, project management and preparation of external reports. Additional experience may be substituted for educational requirement on a year-for-year basis; Or, any satisfactory combination of education, experience and training which demonstrates the knowledge, skills and abilities to perform the duties of the job.

Senior Accountant (cont.)

Knowledge, Skills and Abilities

Broad knowledge of accounting field;
Knowledge of payroll and withholding tax laws and regulations;
Working knowledge of computerized financial systems, spreadsheets and word processing software;
Working knowledge of CAFR;
Knowledge of financial analysis;
Knowledge of investment of funds, budgeting, and internal financial controls;
Knowledge of confidentiality rules;
Ability to perform mathematical calculations rapidly and accurately;
Ability to prepare, analyze, and interpret mathematical reports and data, identify errors and track errors through the accounting system;
Ability to operate a personal computer and keyboard for extended periods of time to perform the essential functions of the position;
Ability to work independently and handle multiple tasks;
Ability to cope with stressful deadlines;
Ability to effectively communicate both orally and in writing;
Demonstrated ability to identify and handle significant policy inquiries from staff or others in absence of the Finance Director.

Licenses, Certificates, & Other Requirements

Possession of a Valid Oregon Driver's License, or have the ability to obtain reliable transportation in order to travel throughout the three-county area.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently.

6/16 Temp