



STATE OF OREGON
invites applications for the position of:

Accountant 4 (Cash Management/Quality Control Accountant)

JOB CODE: DHS11-0572

OPENING DATE/TIME: 06/30/11 12:00 AM

CLOSING DATE/TIME: 07/14/11 11:59 PM

SALARY: \$4,670.00 - \$6,565.00 Monthly

JOB TYPE: Permanent

LOCATION: Salem, Oregon

AGENCY: Human Services-Administrative Services

DESCRIPTION:
DHS11-0572

DHS is about people. We help Oregonians be independent, healthy, and safe. We protect children who are abused or neglected. We provide treatment services to people whose lives are damaged by alcohol and drugs. We serve seniors, people with disabilities, and people with mental illness. We help low-income people along the road to self-sufficiency with health coverage, job preparation, childcare and other supports. We provide leadership in public health services. Our services are delivered in the least restrictive setting and in partnership with communities. We are absolutely committed to ongoing innovation in the delivery of services, and we are committed to recruiting, developing and retaining dedicated employees.

These employment opportunities are with the Office of Financial Services (OFS), Strategic Systems Unit. The Office of Financial Services is a shared service providing financial support for the Department of Human Services (DHS) and Oregon Health Authority (OHA).

There are **two permanent full-time openings located in Salem (Summer St NE)**. These positions are management services are not represented by a union. One of these positions primary duties involve the management of cash flow for the Department of Human Services and Oregon Health Authority. The other positions primary duties involve quality assurance and quality control of financial functions for both agencies.

This recruitment announcement will be used to establish a list of qualified candidates to fill the current vacancy and may be used to fill future vacancies as they occur.

Please be aware that due to the economic downturn and subsequent state budget short-fall these positions may be required to take furloughs in the biennium 2011-2013.

DUTIES & RESPONSIBILITIES:

These positions are responsible for applying advanced accounting theory, and advanced accounting skills to develop and implement Agency and statewide accounting policies and systems. These positions are responsible for insuring the integrity, accuracy, and control of accounting data. These positions will (1) analyze, evaluate, and prepare fiscal reports; (2) manage technical fiscal operations; (3) study, modify, and implement improvements to accounting systems, and (4) research and determine causative factors in expenditure and revenue trends per accounting records and recommends corrective actions.

Major Duties Include:

Reviews and analyzes existing procedures for possible improvement or more efficient processes. Assist in the planning and long-range development of procedures to improve accounting operations and cash flow management.

Researches and determines causative factors in expenditure and revenue trends per accounting records and formulates and recommends corrective action and/or required policy changes as required by circumstances. Also reviews, evaluates, and implements corrective action in response to audit findings.

Presents and defends accounting policies, procedures, or systems to auditors or other external officials. This position coordinates responses to audit findings. This position reviews, evaluates, implements and manages corrective action in response to audit findings.

Studies, modifies, implements improvements to, and manages subsidiary and general accounting systems as required. This includes managing the maintenance of all accounting structures in the SFMA accounting system. Adapts statewide financial management systems to accommodate special and complex agency accounting needs and comply with changing Generally Accepted Accounting Principles, federal, state, and private foundation requirements.

Collaborates with the divisions, budget and Financial Services staff to design, develop and implement changes needed in SFMA to support our customers' changing needs. Coordinate new coding structures and maintain existing structures.

Monitors cash, allotment, and authority balances. Monitor receipted and suspense accounts. Monitor revenue receipts, accruals, and application of revenue.

Monitors agency transactions for quality assurance. Monitors general ledger accounts and leads problem-solving sessions on complex accounting issues.

Contributes to an organization culture that actively models the agency values of Integrity, Stewardship, Responsibility, Respect, Professionalism, Innovation and Service equity.

WORKING CONDITIONS

Typical office environment. Some work is performed under pressure of time or adverse circumstances. This position communicates on a regular basis with Federal and State government agencies to provide information and negotiate solutions to problems. Valid driver's license or acceptable alternative transportation method is required.

QUALIFICATIONS & DESIRED ATTRIBUTES:

Your application materials, including your answers to the 'Supplemental Questions' will be reviewed to determine if you meet the minimum qualifications and how you meet the desired attributes for the position to which you have applied. Your answers to the supplemental questions must be reflected in your application.

MINIMUM QUALIFICATIONS

A CPA certificate and four additional years of professional accounting experience*; OR

Six years of professional accounting experience*; and either:

A Bachelor's degree in Accounting; or

A Bachelor's degree in any discipline that includes or is supplemented by 30 quarter (20 semester) credit hours in accounting. Credit hours must be upper division from a system of higher education (four-year institution accredited to grant Baccalaureate degrees); or

30 quarter (20 semester) credit hours in accounting. Credit hours must be upper division from a system of higher education (four-year institution accredited to grant Baccalaureate degrees); and two years doing independent research and analysis which included making recommendations that resolved issues; or

30 quarter (20 semester) credit hours in any of the following: accounting principles, intermediate accounting, advanced accounting, finance, business law, cost accounting, accounting information systems, or auditing; and two years of accounting experience a) classifying, analyzing, and reconciling complex financial data and records; b) designing, recommending, and installing modifications of accounting methods, procedures, forms, and records; c) preparing audited financial statements and reports; d) analyzing and interpreting laws, regulations, codes, and ordinances to ensure the legality of financial transactions; and e) analyzing and interpreting complex accounts and account relationships resulting in accounting entries.

*Two years of the experience must be at the Accountant 3 level, which includes a) designing and modifying accounting systems that require frequent changes in requirements to meet specific business objectives; b) consulting with program managers or external organizations; and c) assuring the proper functioning and accountability of fiscal operations.

15 quarter (10 semester) graduate-level accounting credit hours may substitute for one year of the professional accounting experience. Graduate-level courses used to satisfy the educational requirement may not be used to satisfy the experience requirement.

In the "Work Experience" section on your application you must clearly describe your experience in each of the areas listed. Failure to provide this information may result in eliminating your application from further consideration.

Credits must be from an accredited college or university.

A photocopy of your transcripts must be submitted with your application form.

List the CPA certificate number in the License/Registration/Certificate section of the application.

DESIRED ATTRIBUTES

Experience with accounting functions.

Experience problem-solving complex accounting issues.

Experience providing technical support to lower level accountants.

Experience communicating effectively with people over the telephone, in writing and in person to answer questions and explaining information or decisions.

Strong communication and listening skills.

Experience working with Statewide Financial Management Application (SFMA) or other similar government accounting and financial management applications.

Experience working on complex transactions in the Statewide Financial Management Application (SFMA).

Strong Governmental Accounting Experience.

Only the candidates whose experience most closely match the qualifications and desired attributes of this position will be invited to an interview.

ADDITIONAL INFORMATION:

IMPORTANT NOTICE – Email Addresses Now Required

The state of Oregon is now requiring all applications have a valid email address.

If you do not currently have an email address and do not know where to go to get one please refer to our Applicant E-Recruit FAQ's web page. Click on the link below to go directly to question #14 to view several internet providers where you can get a free e-mail account. The state of Oregon does not endorse any particular provider.

[Applicant E-Recruit FAQ's](#)

If you are offered employment, the offer will be contingent upon the outcome of an abuse check, criminal records check and driving records check, and the information shall be shared with the DHS, Office of Human Resources (OHR). Any criminal or founded abuse history will be reviewed and could result in the withdrawal of the offer or termination of employment.

DHS will communicate with all applicants via e-mail.

If you need assistance to participate in the application process, you are encouraged to call 503-945-5698 (voice) or 503-945-6214 (TTY) between 8:00 a.m. and 5:00 p.m. (Pacific Time) Monday through Friday.

If you need assistance with adding attachments to your profile or to a specific job posting please go to [Adding and Removing Attachments to a Profile and Job Posting](#) for further instructions. This quick help guide can also be found on the State Jobs Page by clicking in the Applicant E-Recruit FAQ's then click on Applicant Profile Maintenance.

PLEASE CONSIDER JOINING US!

The Oregon Department of Human Services is committed to affirmative action, equal employment opportunity and workplace diversity.

VISIT OUR AGENCY WEBSITE AT:

<http://www.oregon.gov/dhs/jobs>

Job #DHS11-0572
ACCOUNTANT 4 (CASH MANAGEMENT/QUALITY
CONTROL ACCOUNTANT)

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OUR OFFICE IS LOCATED AT:

500 Summer Street NE, E22
Salem, OR 97301-1099
503-945-5698

Accountant 4 (Cash Management/Quality Control Accountant) Supplemental Questionnaire

Your application materials, including your answers to the below "Supplemental Questions," will be reviewed to determine if you meet the minimum qualifications and how you meet the desired attributes for the position to which you have applied. Your

answers to the supplemental questions must be reflected in the work experience section of your application. Résumés (text or attached) will not be reviewed to verify work history unless clearly stated in the job posting. Only those individuals who most closely match the desired attributes will be invited to an interview.

Transcripts are required to be attached to your application if you are using education or coursework to meet the minimum qualifications. Transcripts must be from accredited institution and clearly show 1) your name; 2) the name and address of the institution; 3) the degree received and; 4) required courses completed with a passing grade. For application purposes, photocopies are acceptable; however official or original documents may be requested to validate education.

NOTE: This (transcript) requirement does not apply to all initial applications for positions with the Oregon Legislature or the Oregon Court System; in those branches the requirement, if any, for transcripts is as indicated on the job announcement.

- * 1. Which of the following best describes your **highest related level of education**?
- High School Diploma or Equivalent
 - Some College Coursework, No Degree Received
 - Associate's Degree
 - Associate's Degree and additional coursework
 - Bachelor's Degree
 - Bachelor's Degree and additional coursework
 - Master's Degree
 - Master's Degree and additional coursework
 - Doctorate Degree
 - Doctorate Degree and additional coursework
 - None of the Above
- * 2. Which of the following best describes the **focus of your degree**?
- Accounting
 - Other Related Degree
 - My degree is not related
 - I do not have a degree
- * 3. If you selected "Other Related Degree" in question 2, please **identify the focus of your degree**. If you did not, enter N/A.
- * 4. Select the Quarter/Semester hours that best describe your **completed coursework in any of the following: accounting principles, intermediate accounting, advanced accounting, finance, business law, cost accounting, accounting information systems or auditing?** If you have not completed coursework in these areas, enter N/A.
- N/A
 - 4 Quarter hours/3 Semester hours
 - 8 Quarter hours/5 Semester hours
 - 12 Quarter hours/8 Semester hours
 - 16 Quarter hours/11 Semester hours
 - 20 Quarter hours/13 Semester hours
 - 24 Quarter hours/16 Semester hours
 - 28 Quarter hours/19 Semester hours
 - 30 Quarter hours / 20 Semester hours
 - 32 Quarter hours/21 Semester hours
 - 36 Quarter hours/24 Semester hours
 - 40 Quarter hours/27 Semester hours

- 44 Quarter hours/29 Semester hours
 - 45-68 Quarter hours /30-45 Semester hours
 - 69-95 Quarter hours /46-63 Semester hours
 - 96-143 Quarter hours /64-95 Semester hours
 - 144-191 Quarter hours /96-127 Semester hours
 - 192-239 Quarter hours /128-159 Semester hours
 - 240 or more Quarter hours /160 or more Semester hours
- * 5. Of the **total Accounting credit hours** you have completed from question 4, how many are **upper division (300 level or higher)**?
- None
 - 4 Quarter hours/3 Semester hours
 - 8 Quarter hours/5 Semester hours
 - 12 Quarter hours/8 Semester hours
 - 15 Quarter hours/ 10 Semester hours
 - 16 Quarter hours/11 Semester hours
 - 20 Quarter hours/13 Semester hours
 - 24 Quarter hours/16 Semester hours
 - 28 Quarter hours/19 Semester hours
 - 30 Quarter hours/20 Semester hours
 - 32 Quarter hours/21 Semester hours
 - 36 Quarter hours/24 Semester hours
 - 40 Quarter hours/27 Semester hours
 - 44 Quarter hours/29 Semester hours
 - 45-68 Quarter hours /30-45 Semester hours
 - 69-95 Quarter hours /46-63 Semester hours
 - 96-143 Quarter hours /64-95 Semester hours
 - 144-191 Quarter hours /96-127 Semester hours
 - 192-239 Quarter hours /128-159 Semester hours
 - 240 or more Quarter hours /160 or more Semester hours
- * 6. Do you have **15 quarter (10 semester) graduate-level accounting** credit hours (500 level or above)?
- Yes
 - No
- * 7. Do you have a **current and valid Certified Public Accountant certificate (CPA)**?
- Yes
 - No
- * 8. Which of the following best describes your **level of experience with ALL of the following?** a) classifying, analyzing, and reconciling complex financial data and records b) designing, recommending, and installing modifications of accounting methods, procedures, forms, and records c) preparing audited financial statements and reports d) analyzing and interpreting laws, regulations, codes, and ordinances to ensure the legality of financial transactions e) analyzing and interpreting complex accounts and account relationships resulting in accounting entries
- less than 6 months
 - 6 to 11 months
 - 12 to 17 months
 - 18 to 23 months
 - 2 years
 - 3 years
 - 4 years
 - 5 years
 - 6 years

- 7 years
- 8 years
- 9 years
- 10 years or above
- None of the above

* 9. Which of the following best describes your **level of experience doing independent research and analysis which included making recommendations that resolved issues?**

- less than 6 months
- 6 to 11 months
- 12 to 17 months
- 18 to 23 months
- 2 years
- 3 years
- 4 years
- 5 years
- 6 years
- 7 years
- 8 years
- 9 years
- 10 years or above
- None of the above

* 10. Which of the following best describes your **level of professional accounting experience applying accounting theory and principles to examine, account for, reconcile, analyze and interpret standard accounting data and records?**

- less than 6 months
- 6 to 11 months
- 12 to 17 months
- 18 to 23 months
- 2 years
- 3 years
- 4 years
- 5 years
- 6 years
- 7 years
- 8 years
- 9 years
- 10 years or above
- None of the above

* 11. In relation to question 10, which of the following best describes your level of professional accounting experience that included **ALL** of the following: **a) designing and modifying accounting systems that require frequent changes in requirements to meet specific business objectives; b) consulting with program managers or external organizations; and c) assuring the proper functioning and accountability of fiscal operations.**

- less than 6 months
- 6 to 11 months
- 12 to 17 months
- 18 to 23 months
- 2 years
- 3 years
- 4 years
- 5 years

- 6 years
 - 7 years
 - 8 years
 - 9 years
 - 10 years or above
 - None of the above
- * 12. Which of the following best describes your accounting experience? (Select all that apply)
- Classifying, analyzing, and reconciling complex financial data
 - Designing, recommending, and installing modifications of accounting methods, procedures, forms, and records
 - Preparing audited financial statements and reports
 - Analyzing and interpreting laws, regulations, codes and ordinances to ensure the legality of financial transactions
 - Analyzing and interpreting complex accounts and account relationships resulting in accounting entries
 - None of the above
- * 13. Describe your experience problem-solving complex accounting issues. Please include any methods or processes you used to solve complex accounting issues, a brief description of your role in the problem solving and your level of responsibility.
- * 14. Describe your experience providing technical support to lower level accountants. Please include where you gained this experience the type of technical support you provided and the average number of lower level accountants you provided technical support to.
- * 15. Which of the following best describes your experience communicating effectively with people over the telephone, in writing and in person to answer questions and explaining information or decisions?
- Experience communicating only orally or in writing to explain/answer non-complex questions, decisions, rules, and policies, procedures.
 - Experience communicating orally and in writing to explain/answer non-complex questions decisions, rules, and policies, procedures.
 - Experience communicating orally and in writing to a variety of people to explain/answer complex questions, decisions, rules, policies, procedures, sometimes using specialized terminology.
 - Experience communicating orally and in writing to a variety of people to explain/answer complex questions decisions, rules, policies, procedures related to accounting, sometimes using specialized terminology.
 - None of the above
- * 16. Which of the following best describes your experience working with Statewide Financial Management Application (SFMA) or other similar government accounting and financial management applications?
- Less than 1 year
 - 1 year
 - 2 years
 - 3 years
 - 4 years
 - 5 or more years
 - None of the above
- * 17. Please describe your professional experience working with SFMA or other similar government accounting applications. Include in your response your role and level of responsibility. Identify whether your experience was with Oregon SFMA, or other

government accounting applications and the name of the entity.

- * 18. Are you a **current employee with the Oregon Department of Human Services (DHS) or Oregon Health Authority (OHA)**? This includes regular status, trial service and limited duration employees. DHS temporary, volunteer and contract employees are not included.

Yes, I am a current trial service, regular status or limited duration employee with Oregon DHS or OHA

No, I am not a current employee with Oregon DHS or OHA

- * Required Question