

STATE OF OREGON  
invites applications for the position of:



# Principal Executive/Manager D (Accounts Receivable Manager & Receipting Manager)

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<b>JOB CODE:</b>	DHS11-0541A
<b>OPENING DATE/TIME:</b>	08/25/11 12:00 AM
<b>CLOSING DATE/TIME:</b>	09/08/11 11:59 PM
<b>SALARY:</b>	\$4,670.00 - \$6,889.00 Monthly
<b>JOB TYPE:</b>	Permanent
<b>LOCATION:</b>	Salem, Oregon
<b>AGENCY:</b>	Oregon Health Authority-Administrative Services

**DESCRIPTION:**  
DHS11-0541A

**If you previously applied to recruitment number DHS11-0541 and qualified, you do not need to reapply. Your application will be considered with the other qualified applicants.**

The Department of Human Services (DHS) is about safety, health and independence for all Oregonians. We help Oregonians in their own communities achieve well-being and independence through opportunities that protect, empower, respect choice and preserve dignity. We protect children who are abused or neglected. We serve seniors, people with disabilities. We help low-income people along the road to self-sufficiency with health coverage, job preparation, childcare and other supports. 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.

Oregon Health Authority (OHA) is the organization at the forefront of lowering and containing costs, improving quality, and increasing access to health care in order to improve the lifelong health of Oregonians. OHA is responsible for most state health services and for implementing the health care reforms in House Bill 2009. OHA is overseen by the nine-member citizen Oregon Health Policy Board working toward comprehensive health and health care reform in our state.

The OHA mission is helping people and communities achieve optimum physical, mental and social well-being through partnership, prevention and access to quality, affordable health care. OHA's work is organized into three broad goals: Improve the lifelong health of all Oregonians, increase the quality, reliability and availability of care for all Oregonians and lower or contain the cost of care so it is affordable to everyone.

This position is housed under the Department of Human Services (DHS)/Shared Services. Positions within Shared Services provide services to DHS and OHA.

The Oregon Department of Human Services, Office of Financial Services is seeking exceptional candidates for **two permanent full time Principal Executive Manager D positions located in Salem (Summer St)**. One position will manage the Accounts Receivable Unit and one position will manage the Receipting Unit. These positions are Management Service and are not represented by a union.

These management positions will be involved in assisting the Office of Financial Services in becoming a "lean" organization. This means organizing work to get the right information to the right place at the right time, while minimizing waste and being flexible and open to change. Under a lean organization, employees closest to the work are empowered to use their talent to develop more efficient process and progress is verified through measures.

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 the Governor has ordered mandatory furloughs for employees. This position may be required to take furloughs in the 2011 - 2013 biennium.

## **DUTIES & RESPONSIBILITIES:**

### **Accounts Receivable Manager:**

The primary purpose of this position is to oversee combined provider and miscellaneous account receivable systems, audit of payment systems, collection processes, legislative reports, insure internal controls are met, audit support, across all OHA/DHS programs.

Manages and provides direction and leadership for the Accounts Receivable unit in the Office of Financial Services:

Develops and implements activities relating to customer service, team building, strategic planning, communication, process improvement, performance measurement and daily workflow.

Ensures that the staff complies with applicable state and federal laws, rules and regulations, generally accepted accounting principles, and internal control standards in performance of their work.

Assures that staff has the necessary skills, knowledge, and tools to provide quality and timely service and meet customer needs.

Recruits, hires, and maintains qualified staff including Interviewing, selecting and providing training; Evaluating subordinates' performance; Resolving employee grievances; Determining the need for and initiating disciplinary action in order to ensure competent staffing for the unit; Evaluating the quality of services provided through review and certification of reports and conferences with staff.

Provide leadership to the Director and Controller on critical financial issues.

Provide advice on finance and policy issues.

Evaluate and propose long-range financial improvements for the department.

Represent Agency to outside entities including the Department of Administrative Services, Secretary of State Audits Division, Treasury Department, other state agencies, Federal Centers for Medicaid Services, Federal Department of Health and Human Services, local governments, clients and providers.

Promotes an organizational culture that calls for high standards of performance, values diversity, and aligns employees with the Agency's mission and values.

### **Receipting Manager:**

This position provides direction and oversight of staff in the Receipting Unit. This unit is responsible for the timely deposit of all negotiable items (cash, checks, ACH) received by DHS and OHA. This unit processes and accounts for all funds received from all sources except for federal funds by the Agency's, averaging \$300 million annually.

This position is also responsible for overseeing all receipting activities in the Agency's branch offices. These transactions are processed through 6 different subsidiary mainframe applications which are interfaced to the Statewide Financial Management Application (SFMA). Because the receipting function is closely related to the accounts receivable and payment functions, it is critical that the incumbent in this position has a broad knowledge of how these systems process receipts, accounts receivables and payments. This knowledge also needs to include how each of these systems interface to SFMA so that corrections can be made effectively and accurately. This position initiates requests for system changes and gives input into maintaining and improving these 6 systems.

A working knowledge of Generally Accepted Accounting Principles to guide in decisions regarding coding between revenues, reductions of expense, liquidations of accounts receivable, and transfers is also essential in this position, because the incumbent is responsible for how these transactions appear in the Statewide Financial Report, and how they affect the Agency's budget.

The manager also assists in the development of new payment systems. This assistance can take the form of directly contributing or by participating in requirements gathering and design sessions, by review of design, or by supervision of staff who participate in these projects. Other systems initiatives include: the requirement planning, design, testing, and implementation of the Integrated Collection Management System, Planning, testing, and implementing several lockboxes and related procedures.

## **WORKING CONDITIONS**

Typical office environment. May involve interaction with frustrated or upset customers/employees. Some work is performed under pressure of time or adverse circumstances.

Communicates on a regular basis with Federal and State government agencies to provide information and negotiate solutions

to problems.

This position works a professional workweek that will include early morning, evening and/or weekend work. The incumbent's flexibility to this work schedule is considered a condition of employment. It is understood that the hours of work may vary from day to day, week to week. The hiring manager will work with the incumbent to determine work schedule specifics.

Travel may be required. You must have a valid driver's license and an acceptable driving record. If not, you must be able to provide an alternate method of transportation.

## **QUALIFICATIONS & DESIRED ATTRIBUTES:**

**Your Oregon E-Recruit Application must reflect the minimum qualifications of this position. The qualified applicants that most closely match the minimum qualifications and desired attributes will be invited for interview.**

### **MINIMUM QUALIFICATIONS**

Six years of experience in supervision, staff-technical, or professional-level work related to accounting.

Two years of this experience must have included financial management responsibility of a section, or unit which included: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, and d) budget preparation.

**NOTE:** A Bachelor's degree or equivalent course work (144 quarter or 96 semester hours) in a field related to accounting may substitute for three years of the required experience, but will not substitute for the two years of specialized experience.

### **OR**

Six years of experience in supervision, staff-technical, or professional-level work related to accounting.

Two years of this experience must have included accounting related program/project leader responsibility involving one or more of the following areas: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation and/or project evaluation, or d) monitoring and controlling or preparing a budget.

**NOTE:** A Bachelor's degree or equivalent course work (144 quarter or 96 semester hours) in a field related to management, such as Accounting, or related field may be substituted for three years of the required experience, but will not substitute for the two years of specialized experience.

### **DESIRED ATTRIBUTES**

Strong communication and listening skills.

Experience managing staff whose duties were accounting related.

Experience tracking and monitoring accounts receivable or managing cash receipts within a large organization.

Working knowledge of governmental accounting.

Experience with the Statewide Financial Management Application (SFMA).

**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.

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**VISIT OUR AGENCY WEBSITE AT:**  
<http://www.oregon.gov/dhs/jobs>

Job #DHS11-0541A  
PRINCIPAL EXECUTIVE/MANAGER D  
(ACCOUNTS RECEIVABLE MANAGER &  
RECEIPTING MANAGER)  
SM

**OUR OFFICE IS LOCATED AT:**  
500 Summer Street NE, E22  
Salem, OR 97301-1099  
503-945-5698

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**Principal Executive/Manager D (Accounts Receivable Manager & Receipting Manager)  
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. If you selected "Some College Coursework, No Degree Received" or "degree and additional coursework" in question 1, how many upper division (300 level or higher) credit hours have you completed? Select the Quarter/Semester hours that best describe your **completed coursework**. If you did not, enter N/A.

- N/A
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- 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
  - 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
- \* 3. If you selected "Some College Coursework, No Degree Received" or "degree with additional coursework" in question 1, please identify the focus of your upper division (300 or higher) coursework. If you did not, enter N/A.
- \* 4. Which of the following best describes the **focus of your degree**?
- Accounting
  - Business
  - Other Related Degree
  - My degree is not related
  - I do not have a degree
- \* 5. If you selected "Other Related Degree" in question 4, please identify the focus of your degree. If you did not, enter N/A.
- \* 6. Which of the following best describes your level of experience in supervision, staff technical, or professional level work **related to accounting**?
- 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
- \* 7. In relation to question 6, which of the following best describes your level of **financial management experience** which included **all of the following areas**: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, and d) budget preparation?

- 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

- \* 8. In relation to question 6, which of the following best describes your level of accounting experience as a **program/project leader** that included **one or more of the following areas**: a) development of program rules and policies; b) development of long- and short-range goals and plans; c) program evaluation; or d) budget preparation?

- 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. Describe your experience managing staff whose duties were accounting related. Include the organization(s) where you gained your experience, the number of staff you managed and the types of duties for which they were responsible.
- \* 10. Describe your working knowledge of governmental accounting. Include the organization(s) where you gained your knowledge and the types of duties for which you were responsible.
- \* 11. Describe your experience with the Statewide Financial Management Application (SFMA).
- \* 12. Describe your experience tracking and monitoring accounts receivable or managing cash receipts within a large organization. Include the organization(s) where you gained your experience and the number of accounts receivable for which you were responsible.
- \* 13. 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/OHA temporary, volunteer and contract employees are not included.

Yes  No

\* Required Question