[](https://dash.das.state.or.us/do/Logos%20and%20State%20Seal/Forms/AllItems.aspx?RootFolder=%2Fdo%2FLogos%20and%20State%20Seal%2FState%20Seal&View=%7b2264205B-F038-45CA-9DA0-6CA3F132BCC2%7d)

Oregon Job Opportunities

**Statewide Accounting and Reporting Coordinator**

**REQ-7657**

**Initial Posting Date:**

04/10/2019

**Application Deadline:**

04/24/2019

**Agency:**

Department of Administrative Services

**Location:**

Salem, OR

**Salary Range:**

$5,283 - $7,426

**Position Type:**

Employee

**Position Title:**

Statewide Accounting and Reporting Coordinator

**Do you have professional level planning and policy experience? Do you enjoy helping others to streamline operations while providing exceptional customer service?  If you said yes, we have an amazing opportunity for you at the Department of Administrative Services!**

**Apply Today!**

Statewide Accounting and Reporting Services Unit (SARS)

This position functions within Statewide Accounting and Reporting Services Unit (SARS) which is responsible for statewide year-end closing coordination; the preparation of the Oregon Comprehensive Annual Financial Report; preparation of the Schedule of Expenditures of Federal Awards; statewide accounting policy and the Oregon Accounting Manual; federal fiscal compliance related to Uniform Guidance and the Cash Management Improvement Act (CMIA); system security administration; statewide accounts receivable management; ad hoc reporting development and management; statewide travel policy management; statewide audit review; and CAFRS maintenance.

**The Statewide Accounts Receivable Coordinator**

The Statewide Accounts Receivable Coordinator provides leadership, vision, and direction to state agencies to account for and collect accounts receivable through research and policy development. In this position you will update state accounting and reporting policies and procedures, and will also provide recommendations on updates to administrative rules.

You will not only work with members of your DAS team, but will also partner with stakeholders across the State of Oregon to assist in the formulation of legislative and budget packages, solicit feedback from the State Attorney General’s office to ensure compliance with state and federal laws, monitor changes in technology that may increase efficiency, and assist in the identification and development of training for state personnel related to accounts receivable and collection.

**The Benefits of Joining Our Team**

You will work with a great group of collaborative, fun-loving people where no two days are ever the same! This Department of Administrative Services building is located in Salem, Oregon. Salem offers many dining and entertainment options, parks, and public transit! When you join state government, you become a part of an enterprise with more than 30,000 employees located in 65+ agencies, and who are dedicated to making Oregon a fantastic place to live, work and play. Opportunities for career growth and development within state government are vast, and we offer full medical, vision and dental benefits with paid sick leave, vacation, personal leave and 10 paid holidays a year.

**What We Are Looking For?**

Skilled professional with a Bachelor's Degree in Business or Public Administration, Behavioral or Social Sciences, Finance, Political Science, or any degree demonstrating the capacity for the knowledge and skills of this position; and four years professional-level evaluative, analytical and planning work; OR; any combination of experience and education equivalent to seven years of experience that typically supports the knowledge and skills for the Operations & Policy Analyst 3 classification.

**Candidates who are the most competitive will also have the following:**

* + Exceptional analytical, organizational, problem solving, and troubleshooting skills
  + Collaborative teammate with demonstrated experience building and maintaining relationships with professionals at varying levels of understanding or authority
  + Technical writing skills at the professional level with high attention to detail
  + Confidence and skill in presenting complex information in front of audiences or through formal written communications

**Technical background in, and familiarity with:**

* + The use of a personal computer connected to a LAN and laser printer
  + Microsoft Office products; SharePoint (i.e. formatting, proofing, document creation, etc.)
  + Basic principles of governmental accounting and financial reporting (including basic knowledge of the Relational Statewide Accounting and Reporting System)
  + Strategic planning

**Please note:** Preference may be given to State of Oregon employees

**To Apply:**

Visit the [State of Oregon job opportunities web-page](https://www.oregon.gov/jobs/Pages/index.aspx) to complete the online application for the position and attach your current cover letter and resume.

**Get Noticed!**   
Help your application rise to the top! Don’t forget to showcase your amazing skills and experience in your application package that make you the best candidate for the position. Candidates whose training and/or experience most closely match the requirements and needs of the position, and attach all necessary documents will be eligible for an interview. Submissions will be screened for consistency of information and communication skills at the professional level (attention to detail, spelling, grammar, etc.)

**Special Information:**

* + To receive Veterans' preference, you must attach appropriate documentation. For questions about documentation, please visit: [Veterans Resources](http://www.oregon.gov/jobs/Pages/Veterans.aspx), or call the Oregon Department of Veterans' Affairs at: 1-800-692-9666
  + Finalists will be subject to a computerized criminal history check. Adverse background data may be grounds for immediate disqualification
  + Applicants must be authorized to work in the United States. Applicants who require VISA sponsorship will not be considered at this time
  + If you have questions about the recruitment or need an alternate format to apply, please contact Amber Ingram, Recruitment Analyst, at [amber.ingram@oregon.gov,](mailto:amber.ingram@oregon.gov,%20)or call, 503-798-3978
  + If you need technical assistance during the application process, or have difficulties with your Workday account, please Email the [Workday team](mailto:Workday.Help@oregon.gov) for assistance
  + This is a full-time, permanent, non-represented Operations & Policy Analyst 3 position with the Department of Administrative Services. This recruitment may be used to fill future vacancies

The Department of Administrative Services is an Equal Opportunity, Affirmative Action Employer Committed to Workforce Diversity