

**Oregon Job Opportunities**

**Accountant 3**

**REQ-7694**

**Initial Posting Date:**

04/10/2019

**Application Deadline:**

04/25/2019

**Agency:**

Department of Administrative Services

**Salary Range:**

$4,221 - $6,162

**Position Title:**

Accountant 3

**We are looking for an organized and driven accounting professional to join our growing team at the Department of Administrative Services. If you are a savvy self-starter with a keen eye for detail, and would welcome the opportunity to join a team of skilled professionals who thrive on exceptional teamwork and customer service - look no further! This Accountant position is just what you have been looking for, so apply now!**

**Opportunity Awaits**

**About The Team**
This position is within the Statewide Financial Management Services (SFMS) section of EGS. The SFMS team is focused on providing advanced systems procedures, technical assistance, financial and management assistance/reporting, and administering and maintaining the statewide accounting (R\*STARS) and purchasing (ADPICS) systems. When you join the SFMS team at EGS you will have the opportunity to work with a collaborative and supportive group of employees, all skilled within their trade!

**Your New Role**
The Accountant position works closely with various state agency staff, clients, and members of leadership to provide guidance, direction, and assistance regarding the appropriate use of the Statewide Financial Management Application (SFMA).
Primary duties include:

* R\*STARS/ADPICS Training
* System management and maintenance
* Data and performance management

**The Benefits of Joining the DAS Team**

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 Are We Looking For?**

A skilled professional with a CPA certificate and two additional years of professional accounting experience; OR; a Bachelor's degree in Accounting and four years of professional accounting experience*\**

*\*Any equivalent combination of education and experience will be accepted. College credit in accounting and related courses will be accepted towards meeting the minimum qualifications.*

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

* A collaborative teammate with exceptional customer service skills
* Understanding of complex statewide financial management systems and data processing fundamentals
* Effective communicator that can engage at the professional level (with attention to grammar and spelling) with a diverse customer base; from team members, to stakeholders, and everyone in between
* Time management and prioritization skills with the ability to meet numerous deadlines with frequent interruptions in their daily work schedules
* Proficient in the use of a variety of programs and software applications including Microsoft Word, Excel, Access, Mainframe, and IR Studio/Brio
* Previous experience creating and modifying training materials. In addition, experience hosting and providing training or technical support
* Familiarity with the Statewide Financial Management Application (R\*STARS and ADPICS)

**Please Note:**

* If you hold a current CPA certificate, and are using your certificate to meet the minimum qualifications, verification of your CPA number and correlating information may be requested
* Preference will be given for a those with a CPA or Bachelor's degree in Accounting
* Preference may be given to current State of Oregon employees

**Underfill Opportunity Information:**

If the successful applicant does not meet the minimum qualifications for the Accountant 3 classification, but does meet the minimum qualifications for the Accountant 2 classification, the applicant will be appointed to the classification of Accountant 2 (Salary Range 23, $3494.00 to $5088.00). The duration and conditions surrounding the assignment and supervision of work are determined at the time of appointment.

**How 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.

**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, atamber.ingram@oregon.gov, 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 for assistance
* This announcement is for one Accountant 3 position at the Department of Administrative Services, with the ability to underfill the position if appropriate, and may be used to fill future vacancies. This position is full-time, permanent, and SEIU represented

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