

NORTHERN OREGON REGIONAL CORRECTIONAL FACILITY

201 Webber Street
The Dalles, OR
Reviewed: 05/23/23

ACCOUNTING SPECIALIST I

Job description

Annual Salary 49,646 – 63,476
(Benefits- 6% Employee PERS - 100% Employee only Medical, Dental and Vision all covered by Employer)

POSITION TITLE

Accounting Specialist I

FLSA: Non-Exempt

REPORTING TO

Management Team and Finance Manager

POSITION SUMMARY

The Accounting Specialist is a hands-on position responsible for Accounts Payable, Accounts Receivable, and Cash Receipts. Support for Payroll processing. Requires proficiency in data entry, 10 key by touch, be self-motivated, organized and capable of multi-tasking, attention to detail, accepts responsibility, and adaptable to changing tasks. Monitor transactions to ensure accuracy related to the General Ledger and appropriation of the fiscal budget. This position is a fundamental part of the administration team whose actions can affect the outcome of Administration and staff's achievements being successful.

DUTIES AND RESPONSIBILITIES

- Accounts Payable: Prepare invoices for payment by matching to purchase orders and check requests. Verify appropriate expense account line items; ensure amounts are within appropriated budget. Pay invoices in a batch with a check run approximately 2nd & 3rd week of each month. This includes the monthly Visa Bill and the responsibility of assigning and reporting lost cards, tracking erroneous charges, and any abuse usage of cards.
- Medical Bills: Research authenticity as NORCOR's responsibility to pay. Provide invoices to the counties requesting reimbursement.
- Purchase Orders and Requisitions: Train and assist staff in creating PO's and Requisitions. Research outstanding aging purchase orders and close/delete functions in accounting program.
- Vendor Master File: Central control of adding and making changes to vendors per request of department heads.
- Responsible for W-9 files and reporting IRS 1099 forms at year end.
- Accounts Receivable: Create all NORCOR invoices to counties, US Marshals, Juvenile Programs and other customers as needed.
- Keep A/R file current by tracking aging invoices, resolving discrepancies and contact customers when needed.

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- Cash Receipts: Receive checks and EFT payments. Match payments against A/R invoices, Trust Acct., and commissions. Create deposit slips according to accounts and take them to the bank weekly. Post the deposit slips in accounting program under cash receipts. Run reports and file along with deposit slips in Bank Deposit notebook.
- Process paperwork, checks, and cash from booking & corrections clerk in relation to inmate payments for commissary and/or room and board.
- Payroll / Timesheets: Assist the Finance Manager who does most of the implementation of the monthly payroll process. Verify accuracy of hours on time sheets, proper documentation on forms submitted by employees. Proof data entry on reports of hours, benefits and deductions and reconcile employees to vendor invoices. Print off transmittals and vouchers of monthly Payroll Liabilities and submit payments on-line or mail checks. Process various banking functions within the on-line US Bank system.
- New Hires Orientation affecting accounting department. Fill out "New Hire Status" form, W-4, I-9, explain insurance enrollment process and assist employee in completion of all necessary payroll forms and information. Explain timesheets/monthly payment, benefits and set up in Time Force fingerprint machine.

Qualifications

MINIMUM QUALIFICATIONS

- Must possess a valid driver's license by the time of appointment.
- Experience of accounts payable, accounts receivable, cash receipts.
- Experience in computerized accounting software (Caselle).
- Knowledge of Payroll systems and reporting.
- Knowledge of generally accepted accounting principles.
- Understanding of fund accounting (Public Sector).
- Background Investigation: Candidates must pass a thorough background investigation which includes but is not limited to a review of applicant's criminal, driving, military, educations, and employment history.
- High level of skill in data entry and computer software.

EDUCATION and/or EXPERIENCE PREFERRED

- Position requires a high school diploma or equivalent, college level degree or course work in accounting.
- Accounting certificate encouraged but need not be a CPA.
- Public Sector or municipal experience is preferred.

ABILITIES

- Requires the ability to carry out the full scope of the position.
- Exercise sound judgment when acting in routine situations.
- Must be detail-oriented and have the ability to see the big picture, be flexible and responsive.

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- Integrity and discretion are essential. This is a highly confidential position.
- 10 key by touch
- Computer skills including the ability to operate computerized accounting, spreadsheet, and word-processing programs at a highly proficient level.

PHYSICAL DEMANDS

Employee will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain. Employee may also have to do some light lifting of supplies and materials from time to time. Manage a number of projects at one time and may be interrupted frequently to meet the needs and requests of the Administrator, Finance Manager, Department Managers, employees and general public. Employee may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

ADDITIONAL INFORMATION

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.