

NORTHERN OREGON REGIONAL CORRECTIONAL FACILITY

201 Webber Street
The Dalles, OR
Reviewed: 09/10/2016

ACCOUNTING SPECIALIST II

Job description

Annual Salary \$51,667.69 - \$66,060.35
(Benefits- 6% Employee PERS - 100% Employee only Medical, Dental and Vision all covered by Employer)
FLSA- EXEMPT

POSITION TITLE

Accounting Specialist II

REPORTING TO

Finance Manager

POSITION SUMMARY

Accounting Specialist II is a hands-on position with shared responsibility for accounting functions, within NORCOR, preparing, maintaining or reconciling all related financial records and reports; may include areas such as: payroll, cash receipts, accounts receivable, accounts payable and general ledger journals; contract or grant accounting; fixed asset records; cost accounting; audit schedules, related work papers, and financial statements for the comprehensive annual financial report.

DUTIES AND RESPONSIBILITIES

Performs a variety of professional accounting and fiscal record keeping activities of an advanced nature; compiles specialized departmental or NORCOR-wide accounting and financial data. Responsibilities may include multiple program budget preparation and monitoring, development and monitoring of contracts or grants, analyzing cash flow needs, reconciliation and maintenance of fixed asset system and development of department financial and related cost accounting records.

May act as a supervisor or a lead as assigned.

Prepares interim, quarterly, and annual financial and status reports for managers, state and federal agencies for the area of assignment regarding expenditures, revenue projections, and grants in accordance with policy and directives of agency requiring the report; compiles data from all accounting records and verifies accuracy in order to record balance, revenues, and expenditures for statements.

Assists in preparing special reports or projects requiring extensive research, analysis, interpretation or auditing of statistical data.

Adheres to NORCOR policies and procedures as well as safe work practices, policies and procedures.

Qualifications

MINIMUM QUALIFICATIONS

- Must be a United States citizen
- Must possess a valid driver's license by time of appointment
- Experience of accounts payable, accounts receivable, cash receipts
- Experience in computerized accounting software (Caselle).

NORTHERN OREGON REGIONAL CORRECTIONAL FACILITY

201 Webber Street
The Dalles, OR
Reviewed: 09/10/2016

ACCOUNTING SPECIALIST II

- 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, education 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.
- Bachelor's degree in accounting or business administration with major course work in accounting,
- AND two years of professional governmental accounting experience, preferably in the area of assignment; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

ABILITIES

- Knowledge of professional finance or accounting principles, theories, concepts, practices, and terminology.
- Knowledge of governmental and cost accounting and budgeting principles and procedures. Knowledge of basic data processing principles and accounting applications.
- Ability to prepare and interpret detailed accounting reports and financial statements using generally accepted accounting principles.
- Ability to use independent judgment in responding to day to day operational issues.
- Ability to apply and adapt established accounting methods to a variety of financial transactions. Ability to organize and prioritize accounting or financial projects with minimal supervision.
- Ability to communicate effectively, both orally and in writing.
- Ability to develop and maintain effective working relationships with other staff, public officials, the general public, and representatives of other agencies.
- 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.
- Integrity and discretion are essential. This is a highly confidential position.
- 10 key by touch

NORTHERN OREGON REGIONAL CORRECTIONAL FACILITY

201 Webber Street
The Dalles, OR
Reviewed: 09/10/2016

ACCOUNTING SPECIALIST II

- 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 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.