

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only

(X) Action

FROM (DEPT/ DIVISION): County Counsel

SUBJECT: Position Request

<p>Background: Finance is seeking to add the position of Accountant . The request is based on the added duties of the office and additional purchasing responsibilities to be taken on following the software conversion, and also assume some functions currently performed by the CFO and Assistant Director. The proposal is to create the position of Accountant, Range 25. Any action is contingent on the approval of AFSCME to the new position.</p>	<p>Requested Action: Approve creation of position of Accountant, Range 25, in Finance, effective immediately</p>
---	--

ATTACHMENTS: Proposed Job Description

*****For Internal Use Only*****

Checkoffs:

- () Dept. Head (copy)
- () Human Resources (copy)
- () Fiscal
- (X) Legal (copy)
- () (Other - List:)

To be notified of Meeting:

Needed at Meeting:

Scheduled for meeting on: January 3, 2024

Action taken:



POSITION DESCRIPTION

Department:
Position Title:

Budget/Finance Department
Accountant

Employee Name:

Effective Date:

Job Series:
Union Covered: Yes

Salary Range: 25
BOLI Exempt: No

GENERAL DESCRIPTION OF POSITION

This position will independently perform a variety of moderately complex professional level finance and accounting functions; reconcile financial records; review accounting entries prepared by accounting personnel; assist in preparing routine financial reports and annual financial statements. Responsible for chart of accounts maintenance, budget maintenance and review, and other duties as assigned. Provides input on the development and implementation of policies and systems to better serve Umatilla County. This position is required to positively interact with the public and all County employees daily.

SUPERVISORY RELATIONSHIPS

Works directly for and takes direction from the Chief Financial Officer and Assistant Director. Performance will be evaluated through review of work and observation of results obtained. Assists with training of both office staff and departments on fiscal procedures and software usage. This position is a lead within the office and will provide task assignments to the Fiscal Assistants.

PRINCIPAL DUTIES OF POSITION

- * Accounts payable
 - 1099 Distribution
 - Preparation and verification of payments to Division of State Lands
 - Processing Property Tax turnovers
- * General Ledger
 - Chart of Accounts maintenance
 - Prepares Journal Entries for posting
- * Budget
 - Preparation and collection of budget worksheets
 - Budget editing and entry
 - Preparation of supplemental budgets and appropriations transfers
 - Updates and maintains the spreadsheet for position budget tracking
- * Banking -
 - Monthly reconciliations
 - Records daily banking activity

- * Payroll
 - Consults and coordinates with Payroll
 - Ensures timely payment of employment related obligations
 - Prepare personnel cost estimates for budgeting, and staffing adjustments
- * Audit and internal control
 - Prepares sample selections and gather requests from auditors
- * Grants
 - Assists other departments with grant writing and preparation
 - Maintains database of active grants and monitors issues
 - Provides technical support for grant related issues
 - Provides assistance in grant reporting
- * Purchasing
 - Assists in development of improved purchasing policy and procedures.
 - Maintains a County purchasing manual.
 - Creates purchasing documents and contracts for review
 - Maintains County's various purchasing contracts such as fleet, communication devices, etc.

REQUIREMENTS FOR POSITION

Bachelor's degree in accounting; OR
 Associates degree in accounting and three years of responsible experience accounting;
 Broad general background in computers, and familiarity with accounting software.
 Strong working knowledge of Microsoft Office Suite (Excel and Word).
 Must apply and adapt practices and techniques to the special requirements of the organization.
 Establish and maintain positive working relationships with County management staff, employees, and the general public.
 Must be able to present facts and recommendations effectively in oral and written form.
 Position requires a high level of confidentiality. Position frequently involves exposure to sensitive information.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions. While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee must use hands to finger, handle, or operate objects, tools, or controls; and to reach with hands and arms. The employee may occasionally lift and move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, database, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine, postage machine, paper and writing instrument.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions. While performing the duties of this job, the employee works

in an office environment; the employee may, on occasion, work in outside weather conditions. The noise level in the work environment is usually quiet. This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the employer's needs and requirements of the job change.

Employee's Signature/Date