



JOB ROTATION OPPORTUNITY
Accountant 1
(Journal Voucher Accountant)
Salem

General Information

The Oregon Department of Fish and Wildlife is seeking a current ODFW employee with regular status for a job rotation assignment through May 15, 2018.

To Qualify

You must be a current, regular status employee of the Oregon Department of Fish and Wildlife in a permanent or limited duration position (not temporary or seasonal) that is expected to continue through May 15, 2018 to be considered for this opportunity. You do not need to meet the minimum qualifications of the Accountant 1 to be considered for this rotation, you can gain the experience as a developmental opportunity.

Major Duties and Responsibilities

The Journal Voucher Accountant is responsible for analyzing and reconciling expenditure, and deposit liability general ledgers to detect errors, initiate corrections and make adjusting entries in a complex accounting environment with varied funds, funding sources, contractual agreements and cost allocations. This requires the application of accounting theory and principles and knowledge of system behavior. The Journal Voucher Accountant also reconciles the Department's Treasury suspense account, as well as providing support for the general ledger and licensing accountants and provides guidance to other fiscal staff in the area of systems and macros. Major duties and responsibilities are to:

- Adjust Accounting entries by reviewing and analyzing accounting errors and make corrections to cost center structures in the expenditure accounting records. Journal vouchers are done to correct coding for timesheets received after deadline of the monthly accounting system, correct errors in risk management payments, and to correct revenue/expense between programs.
- Analyze and review program staff requests for journal vouchers. Interpret accounting management reports for program staff as needed. Return any program requests for journal vouchers that do not meet accounting criteria to the originator with the reason it cannot be done. Research and analyze original payment documentation to determine correct accounting structures for system detected errors. Communicate with originator of errors as necessary to allocate correctly and avoid future misallocations. Use fund override as needed to make correcting entries.
- Prepare inputs or review preparation of input document and assimilation of back up justification for necessary adjusting journal entries. Prepare notification to program staff as needed.
- Analyze and determine the cause for the over-budget monthly report.
- Assist with asset reconciliation and entry as well as commercial licensing electronic records and entry. Research, analyze and direct appropriate entry of incomplete deposit records with Accounting Technician 3, communicating fiscal, budget, contracting, licensing and field staff as appropriate to create accurate records that support ODFW programs.
- Serve as a system resource for the payables staff and program staff in responding to questions, researching specific transactions, providing missing copies and troubleshooting unprocessed expenditures on error in the system.

- Provide assistance to other accounting staff on the use of Macro's for accounting entry.
- Reconciles Treasury Suspense Account with financial system to ensure accurate balances in both systems

Working Conditions

- General office environment with daily use of computers with frequent contact by phone and in person with employees.
- Work environment is frequently fast-paced due to extremely tight and/or conflicting deadlines and priorities and requires ability to perform efficiently and effectively under pressure.
- Regular consistent attendance is an essential function for all positions within the Administrative Services Division.
- This position has been designated as sensitive in that the incumbent in this position has access to confidential/fiscal-related information. The successful candidate will be subject to an initial criminal history background check with fingerprinting. Continued appointment to this rotation is contingent upon passing the criminal history background check.
- Requires a valid driver license and acceptable driving record.

Rotation Conditions

- Approval from the sending supervisor is necessary **before** applying for this job rotation opportunity.
- A job rotation agreement form must be completed and signed.
- Generally, relocation and per diem expenses will not be paid.
- Work out of class compensation may be paid depending upon the qualifications of the selected employee.
- The rotating employee will not change status and will remain in his/her classification and will return to his/her position upon completion of the assignment.
- The employee will remain eligible for promotional opportunities.
- Funding for the selected employee will be provided by the Administrative Services Division while on the rotational assignment.
- Experience gained may be listed in application materials when applying for future positions.
- The assignment may be terminated at any time.

How to Apply

If you are interested in this rotation opportunity, please submit:

- A letter of interest;
- A current ODFW Employment application (or a copy of your online E-Recruit application) or resume; and
- A memo from your supervisor/manager authorizing you to work in this job rotation through May 15, 2018.

Application materials must be submitted to Barbara Britch (Barbara.j.britch@state.or.us) in Human Resources by 5:00 p.m. on November 20, 2017. You may fax, if necessary, to (503) 947-6050.

Selection Process

Preference will be given to applicants with knowledge of government accounting and fund sources as well as intermediate to advanced skills working with Microsoft Excel.

For further information contact: Steve Bergmann at 503-947-6193.