

1. 1:00 P.M. Agenda

Documents:

[2021-02-24 Special Council Agenda.pdf](#)

1.1. Council Meeting Materials

Documents:

[Councilors Stott And Scott DRAFT_5 Accounting Specialist.pdf](#)

[2021-02-12 DRAFT Accounting Specialist Description.pdf](#)

[Salary Schedule And Position Examples.pdf](#)



**CITY OF YACHATS
SPECIAL CITY COUNCIL REGULAR MEETING
Yachats OR
Wednesday, February 24, 2021 at 1:00 pm
To Be Held Via Zoom
Join Zoom Meeting**

Join Zoom Meeting

<https://us02web.zoom.us/j/82029992969>

Meeting ID: 820 2999 2969

One tap mobile

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+1 301 715 8592 US (Washington DC) Meeting ID: 820 2999 2969 Find your local number:

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Regular Meeting

I. Finalize Finance Position Description

The Yachats City Council meetings are open to the public and interested citizens are invited to attend. These are open meetings under Oregon law, but a work session is not a community forum; audience participation is at the discretion of the Council. Meetings are audio-recorded. Public meeting minutes are available for review at City Hall. The meeting place is accessible to persons with disabilities. For accommodations, please call (541) 547-3565, or Oregon Relay 1-800-735-2900 TDD) two days in advance. City of Yachats does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541-547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance. Posted 02/22/2021

**Accounting Specialist
City of Yachats, Oregon**

DISTINGUISHING FEATURES

The Accounting Specialist provides executive-level assistance to the Chief Administrative Officer and performs related duties, as assigned. A high degree of ability to make independent and objective judgments, analyze consequences, and make and support recommendations based on detailed knowledge of policy, procedures and administrative guidelines is required. May perform the work of the Chief Administrative Officer in his or her absence.

The Accounting Specialist provides a wide variety of technical, and advanced administrative-related tasks in support of the Chief Administrative Officer. Knowledge specific to calculating, recording and maintaining routine accounting information is required. The position ensures accurate documentation of City governmental activity, specifically financial transactions, accounts payable and receivable, personnel-file management, budget preparation and analysis, and attention to legal requirements for financial records.

SUPERVISION RECEIVED

Work is performed under the general supervision of the Chief Administrative Officer. Work may be reviewed upon completion, or as issues occur, for accuracy, timeliness and conformance to laws, rules, policies and procedures.

SUPERVISION EXERCISED

The Accounting Clerk may act as a lead worker or trainer, at the Chief Administrative Officer's request.

PERFORMANCE AREAS

The Accounting Specialist shall:

1. Identify new or alternative sources of funding, administer program funding, assist in negotiating, preparing, and monitoring contracts.
2. Receive funds, record amounts received, prepare records of transactions and record data, and balance accounts. Prepare bank deposits. Receive and reconcile monthly bank statements. Prepare and maintain records for all fixed assets of the City.
3. Gather, review and enter payroll data, including time sheets and leave records. Communicate with employees to obtain or clarify information. Processes tax payments for both federal and state. Prepares and processes PERS and insurance documents for all employees.

4. Recommend and implement system changes to enhance funding potential and budget control; create and maintain a fixed assets structure.
5. Provide informed input on matters relating to the annual operating budget.
6. Provide informed input on departmental policy decisions, based on training, observations and experience.
7. Attend Council, committee and commission meetings, as deemed necessary by the Chief Administrative Officer.
8. Keep the Chief Administrative Officer advised of the affairs and needs of the City and its various departments, via regular communications either verbally or in writing.
9. Assist in the annual preparation of the City Budget, as well as ensuring throughout the year that revenue and expenditures are recorded accurately, and limitations are observed.
10. Assist in establishing position descriptions, salary ranges and implementing labor agreements.
11. Provide administrative and technical support to the Chief Administrative Officer, Mayor and City Council.
12. Exercise tact, patience and professional courtesy while acting on behalf of the City.
13. Attend various meetings, as appropriate, as a representative of the City of Yachats.
14. Prepare professional correspondence or reports for review by Chief Administrative Officer.
15. May perform other duties such as recording liens, work with vendors on rate issues and other tasks as assigned

EMPLOYMENT STANDARDS

The Accounting Clerk shall:

1. Be appointed by the Chief Administrative Officer, in coordination with the Mayor and City Council, serving as an at-will employee; May be rewarded, disciplined or terminated for cause by the Chief Administrative Officer, in coordination with the Mayor and Council.
2. Receive such initial compensation as agreed upon by a majority vote of the Mayor and Council, in addition to the benefits provided to all other full time employees of the City (e.g., PERS, insurance).
3. Be qualified to be bonded for the performance of duties of the office, cost of bonding paid for by the City.

EDUCATIONAL REQUIREMENTS

A Bachelor's degree in a related field is preferred, but not required.

RELATED EXPERIENCE

Can demonstrate a history of progressively responsible administrative support and/or records management experience is required. Experience in observing and enforcing strict confidentiality rules, as well as experience in meeting tight deadlines is required. Governmental practices, accounts payable and receivables, and payroll experience is preferred, but not required.

KNOWLEDGE/SKILLS/ABILITY

Possess, or obtain in a timely fashion, a working knowledge of the principles and practices of public administration for government operations, government organization, and government work processes.

Obtain and maintain specialized knowledge of the principles, legal requirements and techniques applicable to job responsibilities.

Requires advanced knowledge of software programs that support this level of work. Must communicate effectively and generate easy-to-understand reports appropriate for the targeted audience.

COMPENSATION TYPE

Monthly salary with no paid overtime. Hours required in excess of 40 hours per week, such as meetings, travel and training attendance, may be flexed hour-for-hour, but have no monetary value. Work over 40 hours per week must be assigned or approved by Chief Administrative Officer and will be flexed out.

Accounting Clerk shall receive the same benefits as all other employees, including vacation hours, sick leave hours, PERS, insurance and an annual cost of living increase, effective July 1 of each year. Job duties may be added or removed, subject to the needs of the employer.

EXEMPTION STATUS

Exempt management (confidential employee)

MANDATORY REQUIREMENTS: Knowledge of computerized, double-entry bookkeeping and accounting, and the ability to learn fund accounting. Knowledge of business language, writing and mathematics. Ability to learn municipal budget process and local government structure. Ability to communicate effectively using both verbal and written forms. Must be able to work independently, using initiative and judgment to correctly complete tasks, and to generate accurate, appropriate, and timely documents on a daily basis.

AUXILIARY JOB FUNCTIONS

May provide assistance to other City personnel as needs of the City dictate. Must maintain work areas in City Hall in a clean and orderly manner.

PHYSICAL DEMANDS OF POSITION

While performing the duties of this position, Accounting Clerk is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties may involve moving materials weighing up to ten pounds on a regular basis and occasionally items such as files, boxes, equipment and occasionally heavier items. Manual dexterity and coordination are required over 50 per cent of the work period, while operating equipment such as a computer keyboard, calculator and standard office equipment.

WORKING CONDITIONS

Most of work period occurs under usual working conditions where the noise level is typical of most office environments with telephones, personal interruptions and background noise. Overnight travel is not typically required but may occur for conference attending or training.



CITY OF YACHATS POSITION DESCRIPTION

Department: Administration

Bargaining Unit: Represented

Reports to: City Manager

FLSA: Exempt

Position Title: Accounting Specialist

Salary Range:

Revised Date:

SUMMARY OF POSITION

The City of Yachats is committed to providing extraordinary public service through its multiple areas of responsibility. The Accounting Specialist provides executive-level assistance to the Chief Administrative Officer and performs related duties, as assigned. A high degree of ability to make independent and objective judgments, analyze consequences, and make and support recommendations based on detailed knowledge of policy, procedures and administrative guidelines is required.

The Accounting Specialist provides a wide variety of secretarial, technical, and advanced administrative-related tasks in support of the Chief Administrative Officer. Knowledge specific to calculating, recording and maintaining routine accounting information is required. The position ensures accurate documentation of City governmental activity, specifically financial transactions, accounts payable and receivable, personnel-file management, budget preparation and analysis, and attention to legal requirements for financial records. The work requires discretion, and independent judgment, knowledge of City activities, and the ability to conduct independent projects.

The Accounting Specialist combines responsibility for financial records and official documents with administrative support to the Chief Administrative Officer. The position requires knowledge of accounting procedures and is document-oriented. Incumbent may perform the work of the Chief Administrative Officer in his or her absence.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Identify new or alternative sources of funding, administer program funding, assist in negotiating, preparing, and monitoring contracts.
- Receive funds, record amounts received, prepare records of transactions and record data, and balance accounts. Prepare bank deposits. Receive and reconcile monthly bank statements. Prepare and maintain records for all fixed assets of the City.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently



CITY OF YACHATS POSITION DESCRIPTION

- Gather, review and enter payroll data, including time sheets and leave records. Communicate with employees to obtain or clarify information. Processes tax payments for both federal and state. Prepares and processes PERS and insurance documents for all employees.
- Recommend and implement system changes to enhance funding potential and budget control; create and maintain a fixed assets structure.
- Provide informed input on matters relating to the annual operating budget.
- Provide informed input on departmental policy decisions, based on training, observations and experience.
- Attend Council, committee and commission meetings, as deemed necessary by the Chief Administrative Officer. Keep the Chief Administrative Officer advised of the affairs and needs of the City and its various departments, via daily communications, either verbally or in writing.
- Assist in the annual preparation of the City Budget, as well as ensuring throughout the year that revenue and expenditures are recorded accurately, and limitations are observed.
- Assist in establishing position descriptions, salary ranges and implementing labor agreements.
- Provide administrative and technical support to the Chief Administrative Officer, Mayor and City Council.
- Exercise tact, patience and professional courtesy while acting on behalf of the City.
- Attend various meetings, as appropriate, as a representative of the City of Yachats.
- Prepare professional correspondence or reports for review by Chief Administrative Officer.
- May perform other duties such as recording liens, work with vendors on rate issues and other tasks as assigned

AUXILIARY JOB FUNCTIONS

- Represent the City of Yachats by providing excellent customer service in responding to the public, citizens, its employees, and others in a prompt, professional, respectful, and courteous manner while continuously maintaining a positive customer service demeanor, including being knowledgeable in answering questions from the diverse internal and external team members and the public.
- Maintain work areas in a clean and orderly manner and follow all safety rules and procedures established for work areas.
- Assists other staff and department projects as assigned by supervisor.
- Performs other related duties as assigned by supervisor.
- Provide support to City Council and to City commissions and committees as assigned.
- Train with assigned staff to perform back-up support and assist other departments as necessary by performing other related duties as assigned.
- May provide assistance to other City personnel as needs of the City dictate.
- Must maintain work areas in City Hall in a clean and orderly manner.

SUPERVISION RECEIVED AND EXERCISED

- Work is performed under the general supervision of the Chief Administrative Officer. Work may be reviewed upon completion, or as issues occur, for accuracy, timeliness and conformance to laws, rules, policies and procedures.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently



CITY OF YACHATS POSITION DESCRIPTION

- The Accounting Clerk may act as a lead worker or trainer, at the Chief Administrative Officer's request.

MINIMUM QUALIFICATIONS

Education and Experience

- A Bachelor's degree in a related field is preferred, but not required.; or
- Can demonstrate a history of progressively responsible administrative support and/or records management experience ~~is required~~.
- Experience in observing and enforcing strict confidentiality rules, as well as experience in meeting tight deadlines is required.
- Governmental practices, accounts payable and receivables, and payroll experience is preferred, but not required.

Other

- Be qualified to be bonded for the performance of duties of the office, cost of bonding paid by the City.
- Possess or obtain a valid Oregon Driver's License within 90 days of hire date.
- Must have reliable transportation in order to travel as assigned.
- Must successfully complete a criminal history background and driving record check.

SKILLS AND ABILITIES

Knowledge of:

- Possess, or obtain in a timely fashion, a working knowledge of the principles and practices of public administration for government operations, government organization, and government work processes
- Proper English usage, grammar, spelling, and punctuation to prepare professional correspondence
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Requires advanced knowledge of software programs that support this level of work. Must communicate effectively and generate easy-to-understand reports appropriate for the targeted audience.
- Computerized, double-entry bookkeeping and accounting, and the ability to learn fund accounting.
- Business language, writing and mathematics. Willingness to learn municipal budget process and local government structure.
- Obtain and maintain specialized knowledge of the principles, legal requirements and techniques applicable to job responsibilities.

Skills In:

- Establishing and maintaining positive, cooperative, and effective working relationships with diverse internal and external team members, citizens, businesses, and community organizations.

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CITY OF YACHATS POSITION DESCRIPTION

- Providing exemplary customer service and conflict resolution for internal and external customers.
- Exercising thoroughness and attention to detail to develop and maintain accurate, detailed files and records.

Ability to:

- Exercise good time management skills in order to accomplish both daily tasks and on-going projects.
- Work independently on assigned tasks, handle multiple projects and a high volume of work in a timely manner, with frequent distractions
- Organize and structure own work, and exercise initiative.
- Gather, organize and analyze data and information and draw conclusions and formulate recommendations.
- Maintain regular job attendance and adherence to working hours.
- Perform the essential functions of the job with, or without, reasonable accommodation.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Exercise restraint at appropriate times and communicate with sensitivity in political situations and/or conversations.
- Communicate effectively using both verbal and written forms.
- Must be able to work independently, using initiative and judgment to correctly complete tasks, and to generate accurate, appropriate, and timely documents on a daily basis.
- Learn fund accounting.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

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 the essential functions.

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle; and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking

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CITY OF YACHATS POSITION DESCRIPTION

between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

- Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Irregular work hours may be required.
- While performing the duties of this position, Accounting Clerk is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties may involve moving materials weighing up to ten pounds on a regular basis and occasionally items such as files, boxes, equipment and occasionally heavier items. Manual dexterity and coordination are required over 50 per cent of the work period, while operating equipment such as a computer keyboard, calculator and standard office equipment.
- Most of work period occurs under usual working conditions where the noise level is typical of most office environments with telephones, personal interruptions and background noise. Overnight travel is not typically required but may occur for conference attending or training.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently

The Accounting Clerk II is the lesser paid one that has less duties, she only does payroll and purchasing. The Account Specialist is Kristy's position it does all A/P, cash receipts, A/R, all project management, backs up payroll, balance sheet recon..... This is where Ellen is paid.

		1	2	3	4	5	6	7	LGS 1	LGS 2	LGS 3	LGS 4	LGS 5
Accounting Clerk II	<i>Hourly</i>	18.78	19.72	20.73	21.75	22.84	23.99	25.18	25.56	25.94	26.33	26.72	27.12
	<i>Monthly</i>	3258	3419	3591	3768	3959	4156	4364	4429	4496	4563	4632	4701
	<i>Annually</i>	39089	41020	43102	45230	47511	49893	52373	53159	53956	54765	55587	56421
Accounting Specialist	<i>Hourly</i>	19.72	20.73	21.75	22.84	23.99	25.18	26.45	26.85	27.25	27.66	28.07	28.49
	<i>Monthly</i>	3419	3591	3768	3960	4160	4364	4585	4654	4724	4794	4866	4939
	<i>Annually</i>	41020	43102	45230	47511	49893	52373	55005	55830	56668	57518	58380	59256

These are both Union positions.

The Senior Accountant position, this is where Ellen is moving to. This position is not union represented

TITLE		1	2	3	4	5	6	7	8	LGS 1	LGS 2	LGS 3	LGS 4	LGS 5
Senior Accountant	<i>Hourly</i>	28.01	29.22	30.50	31.81	33.20	34.64	36.15	37.73	38.29	38.86	39.44	40.03	40.63
	<i>Monthly</i>	4855	5066	5286	5514	5755	6005	6265	6539	6637	6737	6838	6941	7045
	<i>Annually</i>	58,262	60,787	63,438	66,169	69,057	72,059	75,187	78,473	79,650	80,845	82,057	83,288	84,538

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

Title: **Payroll and Accounting Clerk**
Position Classification: Accounting Clerk II
Department: General Administration
Reports to: Finance Manager

SUMMARY OF POSITION

Performs administrative and technical accounting services in support of the Finance Department. Responsible for Agency's payroll processing and reconciliation of all payroll related accounts. Other related functions include account analysis and budget preparation support. Oversees agency purchasing and printing needs. Provides backup support for the Contracts Coordinator.

ESSENTIAL JOB DUTIES

Performs position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engages in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develops good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrates positive acceptance of constructive feedback and suggestions, in an effort to strengthen work performance. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

Payroll

- Posts, balances, and maintains manual and computerized accounting records related to payroll.
- Collects and reviews payroll information, enters computer data, computes deductions and leave accruals, and submits electronic processing of payroll. Maintains employee paid leave accruals.
- Responsible for labor cost allocation system and reporting, and payroll expenditure account distribution.
- Provides staff support in payroll related research.
- Prepares quarterly state and federal tax and workers' Comp reports and assists in preparing and reconciling a variety of other financial reports.

Purchasing

- Orders and maintains agency office supplies and printing needs. Conducts research to obtain pricing and ensure cost savings.

Administrative

- Provides administrative and clerical support to the Finance department as assigned.
- Confers with vendors and/or departments regarding a variety of transactions.
- Prepares and a variety of financial reports.
- Maintains and ensures regular maintenance and servicing of agency vehicles.
- Utilizes specialized finance & accounting software (Springbrook/Accela), making deposits in addition to generating monthly program financial reports, and others reports as required.
- Organizes and maintains department files and filing system.
- Serves as liaison between staff and photocopier vendor. Performs monthly audit of copier counts, submits report, and prepares monthly journal entry.
- Prepares and review monthly journal.
- Handles confidential documents, various reports, contracts and letters as assigned.
- Produces reports as requested.
- Process and sort all finance incoming US Mail.

OTHER JOB DUTIES

- Maintains and updates Finance department's internal and external web pages.
- May coordinate and develop meeting agendas and secures appropriate facilities and needs

MINIMUM QUALIFICATIONS

Experience & Training

Two years of responsible accounting/bookkeeping experience. High school diploma or equivalent, preferably supplemented by college or business school training in bookkeeping or accounting. Experience in processing payroll and related required payroll reports. OR, any satisfactory combination of education, experience and training which demonstrates the knowledge, skills, and abilities to perform the duties of the job.

Knowledge, Skills and Abilities

- Considerable knowledge of standard accounting/bookkeeping principles and practices;
- Considerable knowledge of office methods and procedures;
- Considerable knowledge of office record keeping and reporting procedures and practices;
- Considerable knowledge of payroll rules, regulations and reporting requirements;
- Knowledge of wage and hour laws;
- Ability to operate office equipment including a personal computer, a ten-key adding machine, and photocopy machine;
- Knowledge of and ability to utilize Microsoft software including, Microsoft Excel, Word, and Access database;
- Skills in performing detailed and complex clerical tasks,
- Ability to understand verbal and written operating instructions and procedures and to initiate suggestions for appropriate involvement;
- Ability to read, prepare and understand statistical reports and recognize mathematical and/or data entry errors;
- Ability to pay attention to detail;
- Ability to exercise good time management skills in order to accomplish both daily tasks and on-going projects;
- Ability to work with other staff and the public in a courteous and efficient manner;
- Ability to identify and refer significant policy inquiries to supervisor;
- Ability to work independently and handle multiple projects and a high volume of work;
- Ability to initiate own work with a minimum of supervision;
- Ability to make independent judgments in implementing established procedures;
- Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately;
- Ability to effectively communicate both orally and in writing;
- Ability to interact effectively with other employees and the public;
- Ability to cope with stressful deadlines;
- Ability to read, write, prepare statistical reports and recognize mathematical and data entry errors.

Licenses, Certificates, & Other Requirements

Possession of a Valid Oregon Driver's License, or have the ability to obtain reliable transportation in order to travel throughout the three-county area.

Position requires successful completion of a criminal history check.

Accounting Clerk (Cont.)

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently.

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

Title: **Accounting Clerk II**

Position Classification: Accounting Clerk II

Department: General Administration

Reports to: Senior Accountant

SUMMARY OF POSITION

Performs administrative and technical accounting services in support of the Finance Department. Responsible for account reconciliations; support of accounts payable, accounts receivable, and cash receipts functions and periodic financial reports. Assignments may include processing and preparing payroll in backing up staff. Other related functions include account analysis and budget preparation support. Oversees agency purchasing and printing needs.

ESSENTIAL JOB DUTIES

Performs position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engages in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develops good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrates positive acceptance of constructive feedback and suggestions, in an effort to strengthen work performance. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

- Provides administrative and clerical support to the Finance Department as assigned.
- Confers with vendors and/or departments regarding a variety of transactions.
- Prepares and a variety of financial reports.
- Maintains and ensures regular maintenance and servicing of agency vehicles.
- Provides administrative assistance in preparing the annual budget document. Works closely with the Finance Director and Executive Director regarding budgetary information and compilation.
- Utilizes specialized finance & accounting software (Springbrook) to serve as back-up for the Accounting Specialist, entering invoices, printing checks, making deposits in addition to generating monthly program financial reports, and others reports as required.
- Organizes and maintains department files and filing system.
- Serves as liaison between staff and photocopier vendor. Performs monthly audit of copier counts, submits report, and prepares monthly journal entry.
- Prepares and review monthly journal entries.
- Handles confidential documents, various reports, contracts and letters as assigned.
- Produces reports as requested.
- Processes incoming and outgoing mail for Tech Services and/or Facilities.
- Reconciles Tech Services receipts to VISA statements.
- Monitors and maintains agency hard file archiving and storage system.
- Orders and maintains agency office supplies and printing needs. Conducts research to obtain pricing and ensure cost savings.
- Process and sort all finance incoming US Mail.

OTHER JOB DUTIES

WORKING CONDITIONS

Work is performed primarily in an office environment utilizing a personal computer, telephone and a variety of office equipment. Position requires sitting for long periods of time and performing extensive computer and ten-key work. Travel may be required to attend meetings and other events.

MINIMUM QUALIFICATIONS

Experience & Training

Two years of responsible accounting/bookkeeping experience. High school diploma or equivalent, preferably supplemented by college or business school training in bookkeeping or accounting; OR, any satisfactory combination of education, experience and training which demonstrates the knowledge, skills, and abilities to perform the duties of the job.

Knowledge, Skills and Abilities

- Considerable knowledge of standard accounting/bookkeeping principles and practices;
- Considerable knowledge of office methods and procedures;
- Considerable knowledge of office record keeping and reporting procedures and practices;
- Ability to operate office equipment including a personal computer, a ten-key adding machine, and photocopy machine;
- Knowledge of and ability to utilize Microsoft software including, Microsoft Excel, Word, and Access database;
- Skills in performing detailed and complex clerical tasks,
- Ability to understand verbal and written operating instructions and procedures and to initiate suggestions for appropriate involvement;
- Ability to read, prepare and understand statistical reports and recognize mathematical and/or data entry errors;
- Ability to pay attention to detail;
- Ability to exercise good time management skills in order to accomplish both daily tasks and on-going projects;
- Ability to work with other staff and the public in a courteous and efficient manner;
- Ability to identify and refer significant policy inquiries to supervisor;
- Ability to work independently and handle multiple projects and a high volume of work;
- Ability to initiate own work with a minimum of supervision;
- Ability to make independent judgments in implementing established procedures;
- Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately;
- Ability to effectively communicate both orally and in writing;
- Ability to interact effectively with other employees and the public;
- Ability to cope with stressful deadlines;
- Ability to read, write, prepare statistical reports and recognize mathematical and data entry errors.

Licenses, Certificates, & Other Requirements

Possession of a Valid Oregon Driver's License, or have the ability to obtain reliable transportation in order to travel throughout the three-county area.

Position requires successful completion of a criminal history check.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently.

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

Title: **Accounting Specialist**

Position Classification: Accounting Specialist

Department: General Administration

Reports to: Finance Director Finance Manager

SUMMARY OF POSITION

Performs highly technical accounting services in support of the Agency's Finance Department. Responsible for accounts payable functions, vendor communication and relationships, loan payment, processing loan disbursements, bank activity, accounts receivable, and cash receipts. payroll responsibilities and payroll back-up, cash account reconciliation and periodic financial reports. Assignments may include processing and preparing payroll. Compiling annual budget trending, line item analysis for budget purposes and management information as requested. Account analysis and budget preparation support.

ESSENTIAL JOB DUTIES

Performs position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engages in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develops good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrates positive acceptance of constructive feedback and suggestions, in an effort to strengthen work performance. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services. An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

- Creates reports and analysis for budget preparation and support.
- Processes all Section 125 Cafeteria Plan reimbursements and monitors individual employee balances. Provides and maintains necessary back-up for annual audit, documentation both calendar and fiscal year. Reconciles Cafeteria Plan activities.
- Processes checks and payments for all organization accounts payable benefits including any payroll related expense not process through the payroll deck. PERS, Deferred Compensation, and taxes.
- Posts, balances, and maintains manual and computerized accounting records related to accounts payable/accounts receivable. Ensures compliance with Generally Accepted Accounting Principles (GAAP).
- Processes all incoming bills, invoices and other payables for payment.
- Prepares and makes daily weekly bank deposits as required.
- Maintains vendor payment files and systems and is responsible for account distribution and allocations.
- Confers with vendors and/or departments regarding all types of transactions.
- Prepares and reconciles a variety of financial reports (including budget trending, personnel expenses, line item trending and audit detail by line item).
- Develops, maintains and implements purchasing system for equipment, furniture and other major materials and supplies consistent with state law.
- Establishes and maintains the agency's procedures for ordering normal office supplies.
- Researches prices for Finance Department tax related forms office supplies and recommends vendors to department staff responsible recommendation to manager for ordering for

Accounting Specialist (Cont.)

ordering.

- Maintains office purchase order system and trains appropriate staff in the use of purchase orders.
- Maintains inventory of all agency equipment and vehicles.

OTHER JOB DUTIES

- Maintains department's various filing systems.
- Processing payroll as directed.
- Assists with budget preparation, line item analysis and documentation.
- Assists in year-end pre-audit preparation including analysis and review of accounts payable related accounts.
- Performs other related duties as assigned by supervisor.

SUPERVISION RECEIVED: Receives general supervision from the Finance Director Manager. May receive work assignments and direction from the Senior Accountant Finance Director.

SUPERVISORY RESPONSIBILITIES: None.

MENTAL & PHYSICAL JOB SKILLS

R = Rarely (< 1%)
F = Frequently (34% - 66%)

O = Occasionally (1% - 33%)
C = Continuously (67% - 100%)

Mental

- | | | |
|---|---------------------------------|---------------------------|
| (C) Interpersonal Skills | | |
| (F) Basic Math (add, subtract, multiply, divide) | | |
| (C) | | |
| (F) Advanced Math (analysis, statistics, significant data or number manipulation) | | |
| (C) Written English Communication | | |
| (C) Coordination of Multiple Tasks | (F) Initiative | (C) Detail/Accuracy |
| (F) Reasoning/Judgment/Decision Making | (F) Creativity | (O) Brainstorming/Concept |
| (O) Research | (C) English Comprehension | (F) Memory |
| (F) Organization/Planning | (F) Adapting to Constant Change | (F) Teamwork |
| | | (C) |
| (C) Timeliness | (R) Presentation/Teaching | (R) Selling |
| (O) Negotiation | (C) Client/Service Skills | (R) Persuasion |
| (R) | | |
| (R) Mentoring | (O) Management of Stress | |

Physical

- | | | | |
|--|--------------------------------|-----------------------|-----------------------------|
| (F) Standing | (F) Sitting | (O) Walking | (O) Stooping |
| (R) Kneeling | (N) Crawling | (N) Climbing | (F) Talking |
| (C) Hearing | (O) Reaching | (F) Handling | (C) Eye/hand coordination |
| (N) Tasting/smelling | (C) Vision (1-10 ft) | (F) Vision (10-20 ft) | (O) Long range vision (20+) |
| (F) Computer/Keyboard/mouse track ball use | (O) Acute Color | | |
| (R) Pushing <u>10 lbs/day</u> | (R) Pulling <u>10 lbs/day</u> | | |
| (O) Lifting <u>10 lbs/day</u> | (O) Carrying <u>25 lbs/day</u> | | |

WORKING CONDITIONS

Work is performed primarily in an office environment utilizing a personal computer, telephone and a variety of office equipment. Position requires sitting for long periods of time and performing extensive computer and ten-key work. **Frequent** travel may be required to attend meetings and other events.

MINIMUM QUALIFICATIONS

Experience & Training

Two years of responsible accounting/bookkeeping experience. High school diploma or equivalent, preferably supplemented by college or business school training in bookkeeping or accounting; OR, any satisfactory combination of education, experience and training which demonstrates the knowledge, skills, and abilities to perform the duties of the job.

Knowledge, Skills and Abilities

Considerable knowledge of standard accounting/bookkeeping principles and practices;
Considerable knowledge of office methods and procedures;
Considerable knowledge of office record keeping and reporting procedures and practices;
Working knowledge of payroll and withholding tax laws and regulations;
Knowledge of and ability to utilize Microsoft software including, Microsoft Excel, Word, and Access database;
Ability to operate office equipment including a personal computer, a ten-key adding machine, and photocopier machine;
Ability to make independent judgments in implementing established procedures;
Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately;
Ability to effectively communicate both orally and in writing;
Ability to interact effectively with other employees and the public;
Ability to cope with stressful deadlines;
Ability to read, write, prepare statistical reports and recognize mathematical and data entry errors.

Licenses, Certificates, & Other Requirements

Possession of a Valid Oregon Driver's License, or have the ability to obtain reliable transportation in order to travel throughout the three-county area.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently.

Updated 9/05

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

Title: **Senior Accountant**

Department: General Administration

Reports to: Finance Director

SUMMARY OF POSITION

Processes payroll for approximately 160 employees and files appropriate payroll and/or tax reports; assists with the annual audit and annual financial report projects; and provides technical and analytical assistance. Prepares journal entries as needed to record various transactions, including interest allocation, payroll, budget transfers, adjustments, etc. Audits & posts fiscal transactions. Reconciles bank statements and expenditures. Reconciles multiple bank accounts & subsidiary ledgers.

ESSENTIAL JOB DUTIES

Performs position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engages in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develops good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrates positive acceptance of constructive feedback and suggestions, in an effort to strengthen work performance. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

Payroll

- Posts, balances, and maintains manual and computerized accounting records related to payroll.
- Collects and reviews payroll information, enters computer data, computes deductions and leave accruals, and prints and distributes pay checks. Maintains employee paid leave accruals.
- Responsible for labor cost allocation system and reporting, and payroll expenditure account distribution.
- Provides staff support in payroll related research.
- Prepares quarterly state and federal tax reports and assists in preparing and reconciling a variety of other financial reports.

Accounting

- Assists Finance Director and staff in the annual audit and Comprehensive Annual Financial Report.
- Provides technical assistance to COG personnel. Performs special projects, financial analyses and research.
- Reconciles bank statements, fixed assets, and expenditures. Reviews reconciliation of COG bank accounts & subsidiary ledgers.
- Prepares journal entries as needed to record various transactions, including interest allocation, payroll, budget transfers, adjustments, etc. Audits & posts fiscal transactions. Prints and distributes reports for general ledger transactions.

Reporting Requirements

- Quarterly Reports
 - Small Business Administration
 - United States Department of Agriculture - IRP
 - United Way Grants
 - Department of Human Services – Medicaid
 - Economic Development Administration – Revolving Loan Funds
- Payroll and/or Tax Reports
 - SAIF Reports
 - Federal 941's

OTHER JOB DUTIES

Senior Accountant (cont.)

Knowledge, Skills and Abilities

Broad knowledge of accounting field;
Knowledge of payroll and withholding tax laws and regulations;
Working knowledge of computerized financial systems, spreadsheets and word processing software;
Working knowledge of CAFR;
Knowledge of financial analysis;
Knowledge of investment of funds, budgeting, and internal financial controls;
Knowledge of confidentiality rules;
Ability to perform mathematical calculations rapidly and accurately;
Ability to prepare, analyze, and interpret mathematical reports and data, identify errors and track errors through the accounting system;
Ability to operate a personal computer and keyboard for extended periods of time to perform the essential functions of the position;
Ability to work independently and handle multiple tasks;
Ability to cope with stressful deadlines;
Ability to effectively communicate both orally and in writing;
Demonstrated ability to identify and handle significant policy inquiries from staff or others in absence of the Finance Director.

Licenses, Certificates, & Other Requirements

Possession of a Valid Oregon Driver's License, or have the ability to obtain reliable transportation in order to travel throughout the three-county area.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently.

6/16 Temp