



STATE OF OREGON
invites applications for the position of:

Accountant 3 (Grant Accountant)

JOB CODE: DOJ13-0133

OPENING DATE/TIME: 08/14/13 12:00 AM

CLOSING DATE/TIME: 08/26/13 12:00 AM

SALARY: \$3,838.00 - \$5,604.00 Monthly
\$46,056.00 - \$67,248.00 Annually

JOB TYPE: Permanent

LOCATION: Salem, Oregon

AGENCY: Justice-Administrative Services Division

DESCRIPTION:

Make a difference at the Oregon Department of Justice! Come enjoy a great work environment, an enthusiastic team and excellent benefits.

We are seeking expert accounting practitioners to fill **two** Accountant 3 positions with the Administrative Services Division - Financial Services Section, located in Salem. The successful candidates will serve as the primary accounting support for either the Crime Victims' Services Division (CVSD), or for the Division of Child Support (DCS).

Apply now if you are interested. This recruitment will be used to fill the current vacancies and may be used to fill future vacancies.

With more than 1200 dedicated employees, the Oregon Department of Justice is committed to finding, developing, and retaining the finest professionals. We offer our employees a challenging, fun, and rewarding work environment with great benefits – resulting in a satisfying career. If you are looking for a fast-paced and challenging career, the Oregon Department of Justice is the place for you.

The DOJ mission statement illustrates the broad variety of areas our staff work in, as well as the positive impacts our work have on the lives of Oregon citizens.

We are dedicated to:

- Fighting crime and protecting crime victims;
- Improving the well-being of Oregon's children;

- Protecting the environment;
- Fighting for Oregon consumers, workers, investors, and taxpayers;
- Promoting a positive business climate;
- Providing great legal services to Oregon's state government; and
- Defending the rights of all Oregonians.

The Oregon Department of Justice is an equal opportunity, affirmative action employer committed to work force diversity.

DUTIES & RESPONSIBILITIES:

- Coordinate and perform federal grant accounting, reporting and grant management duties.
- Interpret federal guidelines and analyze Department of Justice (DOJ) fiscal processes for compliance.
- Act as the primary fiscal liaison to research and make recommendations to management in order to resolve financial reporting and program management issues.
- Effectively manage cash resources. Ensure adequate cash exists to meet the program's spending needs. Identify and resolve any fiscal matters related to state and federal monies.
- Monitor expenditures and estimated expenditures to determine appropriate drawdowns of federal grant funds. Ensure that federal funds are requested and received on a timely basis.
- Properly record revenues and expenditures related to federal fund grants as identified in grant awards and state and federal reporting requirements.
- Assist program managers with establishing and maintaining adequate internal controls in their work environment, responding to federal and state audit findings, and recommending process improvements.
- Work with management and staff to gather necessary financial information to prepare quarterly and annual federal reports.
- Produce accurate accounting reports by maintaining appropriate and effective accounting structure in Statewide Financial Management Application (SFMA) so that accounting transactions are recorded with the proper general ledger account classifications.
- Analyze and research complex technical issues and make recommendations to the Accounting Services Manager for appropriate accounting and reporting within authoritative guidelines, policies, and laws.
- At yearend close and biennial close, ensure that revenues and expenditures are recorded to the proper fiscal year and biennium, and accurately captured.
- Assist the accounting team in meeting daily operational tasks as well as monthly, annual, and biennial reporting deadlines.

QUALIFICATIONS & DESIRED ATTRIBUTES:

Minimum Qualifications:

A CPA certificate **and** two additional years of professional accounting experience*; **OR**

Four years of professional accounting experience*; **AND EITHER**

- A Bachelor's degree in any discipline that includes or is supplemented by 30 quarter (20 semester) credit hours in accounting. Credit hours must be upper division from a

system of higher education (four-year institution accredited to grant Baccalaureate degrees); **OR**

- A Bachelor's degree in Accounting; **OR**
- 30 quarter (20 semester) credit hours in accounting. Credit hours must be upper division from a system of higher education (four-year institution accredited to grant Baccalaureate degrees); **AND** two years doing independent research and analysis which included making recommendations that resolved issues; **OR**
- 30 quarter (20 semester) credit hours in any of the following: accounting principles, intermediate accounting, advanced accounting, finance, business law, cost accounting, accounting information systems, or auditing; **AND** two years of accounting experience a) classifying, analyzing, and reconciling complex financial data and records; b) designing, recommending, and installing modifications of accounting methods, procedures, forms, and records; c) preparing audited financial statements and reports; d) analyzing and interpreting laws, regulations, codes, and ordinances to ensure the legality of financial transactions; and e) analyzing and interpreting complex accounts and account relationships resulting in accounting entries.

*Two years of the experience must be equivalent to the Accountant 2 level, which includes a) setting up ledgers, account codes, and controls; and b) modifying accounting systems.

15 quarter (10 semester) graduate-level accounting credit hours may substitute for one year of the professional accounting experience. Graduate-level courses used to satisfy the educational requirement may not be used to satisfy the experience requirement.

Credits must be from an accredited college or university. A photocopy of your transcripts must be submitted with your application. List the CPA certificate number in the Certificates and Licenses section of the application.

Desired Attributes:

- Excel proficiency
- SFMA knowledge
- Hyperion working knowledge.
- Excellent writing skills
- Excellent interpersonal communications
- Results-driven
- Thrives in collaborative working environment

NOTE: As part of the review process qualified candidates may be required to complete a timed accounting test and/or timed writing test, the results which may be used to help identify those candidates to be invited to interview.

ADDITIONAL INFORMATION:

TO APPLY

Follow the "**Apply**" link above and complete the Oregon Employment Application online. All application materials must be received by the closing date/time posted on this announcement.

Transcripts must be submitted to receive credit for education coursework at the time of application. Be sure to answer all supplemental questions and attach all required documents. Your application materials, including your responses to the supplemental questions, must be consistent with your described work experience and any qualifying education.

Your application materials and any supplemental information may be reviewed and evaluated for presentation, content, clarity, grammar, spelling, and applicable knowledge and skill(s). Additional applicant screening will depend on the number of qualified applications received.

Your application must clearly show how you meet the qualifications and desired attributes listed in this announcement. The "Work Experience" section must include the position(s) you have held, organizations for which you have worked, complete dates of employment, and a detailed description of your duties and level of responsibility. Qualifications will be determined based on the information provided in the "Work Experience" and "Education" sections of your application. If your description of work in the "Work Experience" section is too brief and/or insufficient to determine if you meet the qualifications for the job, your application will not be accepted. Those applicants whose experience, education, and/or training most closely match the requirements and needs of the position will be eligible for interview. A resume is not required to apply for this position and will not be viewed to determine your qualifications.

Finalists will be subject to a computerized Criminal History and Driver and Motor Vehicle Services check as well as a thorough background investigation. Adverse background data may be grounds for immediate disqualification.

The State of Oregon now requires all applicants to have a valid email address. If you do not currently have an e-mail address and do not know where to get one, please refer to our Applicant E-Recruit FAQ's web page to view several providers of free e-mail accounts. The State of Oregon does not endorse any particular provider.

If you need assistance with adding attachments to your profile or to a specific job application please go to How do I add an attachment to my application on the State of Oregon's Job Page by clicking on the Applicant E-Recruit FAQ's, and again on Applicant Profile Maintenance.

If you require an alternate format in order to complete the employment process, you may call Recruitment Services at (503) 947-4328 or TTY (800) 735-2900 for the hearing impaired. Please be prepared to leave a message describing the alternate format needed.

The Department of Justice does not offer visa sponsorships. The candidate selected for this position will be required to complete the US Department of Justice Form I-9 within three days of hire to confirm authorization to work in the United States.

VISIT OUR AGENCY WEBSITE AT:

<http://www.doj.state.or.us>

Job #DOJ13-0133
ACCOUNTANT 3 (GRANT ACCOUNTANT)
JW

OUR OFFICE IS LOCATED AT:

1162 Court Street
Salem, OR 97301

Accountant 3 (Grant Accountant) Supplemental Questionnaire

Your answers to the supplemental questions must be consistent with your described work experience. Your application will be reviewed to determine if you meet minimum qualifications.

Qualified applicants with backgrounds that most closely match the needs of the position(s) will be invited to interview. Resumes' will NOT be used to determine qualifications unless it clearly states a resume is required in the job posting.

Transcripts are required to be attached to your application if you are using education or coursework to meet the minimum qualifications. Transcripts must be from an accredited institution and clearly show 1) your name; 2) the name and address of the institution; 3) the degree received and; 4) required courses completed with a passing grade. For application purposes, photocopies are acceptable; however official or original documents may be requested to validate education.

NOTE: This (transcript) requirement does not apply to all initial applications for positions with the Oregon Legislature or the Oregon Judicial Department; in those branches the requirement, if any, for transcripts is as indicated on the job announcement.

- * 1. Which of the following best describes your **highest related level of education**?
- High School Diploma or Equivalent
 - Some College Coursework, No Degree Received
 - Associate's Degree
 - Associate's Degree and additional coursework
 - Bachelor's Degree
 - Bachelor's Degree and additional coursework
 - Master's Degree
 - Master's Degree and additional coursework
 - Doctorate Degree
 - Doctorate Degree and additional coursework
 - None of the Above
- * 2. Which of the following best describes the **focus of your degree**?
- Accounting
 - Other related degree
 - My degree is not related
 - I do not have a degree
- * 3. If you selected "Other Related Degree" in question 2, please **identify the focus of your degree**. If you did not, enter N/A.
- * 4. Select the Quarter/Semester hours that best describe your **completed coursework in any of the following: accounting principles, intermediate accounting, advanced accounting, finance, business law, cost accounting, accounting information systems or auditing**? If you have not completed coursework in these areas, enter N/A.
- N/A
 - 4 Quarter hours/3 Semester hours
 - 8 Quarter hours/5 Semester hours
 - 12 Quarter hours/8 Semester hours
 - 15 Quarter hours/10 Semester hours

- 16 Quarter hours/11 Semester hours
 - 20 Quarter hours/13 Semester hours
 - 24 Quarter hours/16 Semester hours
 - 28 Quarter hours/19 Semester hours
 - 30 Quarter hours/20 Semester hours
 - 32 Quarter hours/21 Semester hours
 - 36 Quarter hours/24 Semester hours
 - 40 Quarter hours/27 Semester hours
 - 44 Quarter hours/29 Semester hours
 - 45-68 Quarter hours /30-45 Semester hours
 - 69-95 Quarter hours /46-63 Semester hours
 - 96-143 Quarter hours /64-95 Semester hours
 - 144-191 Quarter hours /96-127 Semester hours
 - 192-239 Quarter hours /128-159 Semester hours
 - 240 or more Quarter hours /160 or more Semester hours
- * 5. Of the **total Accounting credit hours** you have completed from question 4, how many are **upper division (300 level or higher)?**
- None
 - 4 Quarter hours/3 Semester hours
 - 8 Quarter hours/5 Semester hours
 - 12 Quarter hours/8 Semester hours
 - 15 Quarter hours/ 10 Semester hours
 - 16 Quarter hours/11 Semester hours
 - 20 Quarter hours/13 Semester hours
 - 24 Quarter hours/16 Semester hours
 - 28 Quarter hours/19 Semester hours
 - 30 Quarter hours/20 Semester hours
 - 32 Quarter hours/21 Semester hours
 - 36 Quarter hours/24 Semester hours
 - 40 Quarter hours/27 Semester hours
 - 44 Quarter hours/29 Semester hours
 - 45-68 Quarter hours /30-45 Semester hours
 - 69-95 Quarter hours /46-63 Semester hours
 - 96-143 Quarter hours /64-95 Semester hours
 - 144-191 Quarter hours /96-127 Semester hours
 - 192-239 Quarter hours /128-159 Semester hours
 - 240 or more Quarter hours /160 or more Semester hours
- * 6. Do you have **15 quarter (10 semester) graduate-level accounting** credit hours (500 level or above)?
- Yes
 - No
- * 7. Do you have a **current and valid Certified Public Accountant certificate (CPA)?**
- Yes
 - No
- * 8. Which of the following best describes your **level of experience with ALL of the following?** a) classifying, analyzing, and reconciling complex financial data and records b) designing, recommending, and installing modifications of accounting methods, procedures, forms, and records c) preparing audited financial statements and reports d) analyzing and interpreting laws, regulations, codes, and ordinances to ensure the legality of financial transactions e) analyzing and interpreting complex accounts and account

relationships resulting in accounting entries

- less than 6 months
- 6 to 11 months
- 12 to 17 months
- 18 to 23 months
- 2 years
- 3 years
- 4 years
- 5 years
- 6 years
- 7 years
- 8 years
- 9 years
- 10 years
- None of the above

- * 9. Which of the following best describes your **level of experience doing independent research and analysis which included making recommendations that resolved issues?**

- less than 6 months
- 6 to 11 months
- 12 to 17 months
- 18 to 23 months
- 2 years
- 3 years
- 4 years
- 5 years
- 6 years
- 7 years
- 8 years
- 9 years
- 10 years or above
- None of the above

- * 10. Which of the following best describes your **level of professional accounting experience applying basic accounting theory and principles to examine, account for, reconcile, analyze and interpret standard accounting data and records?**

- less than 6 months
- 6 to 11 months
- 12 to 17 months
- 18 to 23 months
- 2 years
- 3 years
- 4 years
- 5 years
- 6 years
- 7 years
- 8 years
- 9 years
- 10 years or above
- None of the above

- * 11. In relation to question 10, which of the following best describes your **level of professional experience that includes both: a) setting up ledgers, account codes**

and controls; AND b) modifying accounting systems?

- less than 6 months
- 6 to 11 months
- 12 to 17 months
- 18 to 23 months
- 2 years
- 3 years
- 4 years
- 5 years
- 6 years
- 7 years
- 8 years
- 9 years
- 10 years or above
- None of the above

* Required Question