



STATE OF OREGON  
invites applications for the position of:

# Accountant 3 (Financial Reporting & Control Accountant)

**JOB CODE:** ODOT14-0010sw

**OPENING DATE/TIME:** 04/22/14 12:00 AM

**CLOSING DATE/TIME:** 05/11/14 11:59 PM

**SALARY:** \$3,896.00 - \$5,688.00 Monthly  
\$46,752.00 - \$68,256.00 Annually

**JOB TYPE:** Permanent

**LOCATION:** Salem, Oregon

**AGENCY:** Transportation-Central Services

## DESCRIPTION:

### Position Summary

ODOT14-0010sw - Salem

***You must be a current State of Oregon employee in a permanent, seasonal or limited duration position, in order to be considered eligible for this position.***

Provide professional accounting skills in the reconciliation and verification of the TEAMS financial transactions reported to the Statewide Financial Management Application (SFMA) accurately reflect the Department's results of operations. This position applies advanced accounting theory and knowledge of Generally Accepted Accounting Principles, fund accounting, legal requirements, systems and internal control procedures to analyze and report the Department's financial transactions.

This position is represented by the Service Employees International Union (SEIU/OPEU).

Must have and maintain a valid driver license and an acceptable driving record or able to provide an acceptable alternate method of transportation.

### Instructions - Minimum Qualifications

The 'Work Experience' and/or 'Education' sections of your application must clearly describe how you meet the qualifications for this position as listed below; you must also answer supplemental questions.

**A resume' or position description will not be accepted in lieu of a completed application. Incomplete or late applications will not be considered.**

### Minimum Qualifications:

- CPA certificate and two additional years of professional accounting experience\*; **OR**
- (\*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.)

OR

- Four years of professional accounting experience\* and **ONE** of the following:
- A Bachelor's degree in Accounting **or** 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**
- 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.

**Credits must be from an accredited college or university.**

**A photocopy of your transcripts must be submitted with your application form.**

**List the CPA certificate number in the License/Registration/Certificate section of the application.**

**Criminal background check (and additional pre-employment check(s) such as driver license, LEADS, and/or education verification as required for the position) will be conducted on final candidates including current ODOT employees.**

**Veteran's Points:**

Honorable or General 'Character of Service' showing on a DD214 or DD215 attached to your application - 5 Points

Honorable or General 'Character of Service' showing on a DD214 or DD215 and a 'Certificate of Civil Service' preference letter attached to your application - 10 Points

**Questions?**

For questions about the job announcement, call 503-378-8929.

For technical help with online application, call 1-877-204-4442.

Application Help: [http://www.oregon.gov/ODOT/CS/HR/jobs/Application\\_Help.pdf](http://www.oregon.gov/ODOT/CS/HR/jobs/Application_Help.pdf)

Position Duties

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**Financial Reporting and Control Accounting and Reconciliation**

On a monthly basis, reconciles all SFMA Funds by SFMA Comptroller Object between SFMA and TEAMS within each SFMA Cash Fund. Notify and assist other staff with resolving all reconciling items between SFMA and TEAMS in a timely manner.

Prepare monthly reconciliation of cash with fiscal agents to amounts recorded in SFMA/TEAMS for all bond and certificate of participation accounts.

Analyzes and evaluates a variety of periodic financial reports and transaction registers to determine the appropriateness and effectiveness of transactions and that the accounting systems output properly reflects the results of ODOT's operations. Monitor ODOT reporting of revenues and expenditures from ODOT's accounting system (TEAMS) to the Statewide Financial Management Application (SFMA).

**Statewide Financial Reporting**

Assist with the preparation and submittal of the financial entries into the Statewide Financial Management Application (SFMA) as required for inclusion in the annual State Financial Report (SFR). Assist with the preparation of the annual ODOT financial report. This position will help to ensure information is prepared, submitted on time and in accordance with Generally Accepted Accounting Principles (GAAP) and the Oregon Accounting Manual (OAM).

Maintains an adequate crosswalk between ODOT's adjusting entries and the final financial information reported on the SFR. Differences between the two will be made part of the financial statement documentation. The annual ODOT financial report and all journal entries submitted to SFR shall be in accordance with existing standard accounting principles and supporting procedures of the State.

**System Administration, Fixed Assets Program Management and Bond Accounting Backup.**

Review and approve daily updates to the TEAMS system tables. Monitor IT requests for work impacting financial services coordinate and perform user acceptance testing for changes made to maintain or enhance the TEAMS system and supporting applications. Perform periodic transaction and system security reviews and report findings and recommendations to management.

Provide the primary backup support to the Department's Bond, Certificates of Participation, and Fixed Asset accounting functions. This includes recording all proceeds, debt service payments, fixed asset reconciliations, verifications and the required general ledger entries in SFMA.

**Application Checklist**

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**Electronic Application Checklist:**

Application

Supplemental Questions

Veteran's Documents - *If Applicable*

Oregon Department of Transportation  
Human Resources/Recruitment, MS12  
355 Capitol St NE  
Salem OR 97301-3871  
Fax 503-986-3895

Announcement information can be made available in an alternative format by calling 711 (Relay Operator for the Deaf).

ODOT does not discriminate on the basis of disability in admission or access to our programs, services, activities, hiring, and employment practices. Contact 1-877-336-6368 (1-877-EEO-ODOT) for questions regarding Equal Employment Opportunity and Affirmative Action.

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Job #ODOT14-0010sw  
ACCOUNTANT 3 (FINANCIAL REPORTING &  
CONTROL ACCOUNTANT)  
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**Accountant 3 (Financial Reporting & Control Accountant) Supplemental Questionnaire****Work Experience**

The work experience section of your application must include a clear description of your experience in order to determine if you meet the required skills (**minimum and special qualifications**) and at what level you meet the requested skills (**desired attributes**). Your answers to supplemental questions about your specific experience must also be supported in the work experience statements in your application form or, if requested, your resume. Supplemental materials such as cover letters and/or a resume will NOT be reviewed or used to determine candidates' qualifications unless the posting specifically states those materials are required from applicants.

**Supplemental Questions**

Your answers to the Supplemental Questions may be reviewed to help determine if you meet the required skills and how you meet the requested skills for the position to which you have applied. This review may include an automated scoring process and/or a manual review of all or some of the responses.

**Note:** The specific questions and scoring process used is determined by each hiring authority. Only those individuals who meet the required skills and most closely match the requested skills will be invited to an interview.

**Transcripts**

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. 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. **You must be a current State of Oregon employee in a permanent, seasonal or limited duration position, in order to be considered eligible for this position.** Are you currently employed by the State of Oregon as described above?
  - Yes
  - No
- \* 2. Which of the following best describes your **highest level of education**?
  - High School Diploma or Equivalent
  - Associate's Degree
  - Bachelor's Degree
  - Master's Degree
  - Doctorate Degree
  - None of the Above
- \* 3. 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
- \* 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
  - Less than 30 Quarter hours/20 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. If you selected "Other Related Degree" in question 2, please **identify the focus of your degree**. If you did not, enter N/A.
- \* 6. Of the **total Accounting credit hours** you have completed from question 4, how many are **upper division (300 level or higher)?**
- None
  - Less than 30 Quarter hours/20 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
- \* 7. Do you have **15 quarter (10 semester) graduate-level accounting** credit hours (500 level or above)?
- Yes
  - No
- \* 8. Do you have a **current and valid Certified Public Accountant certificate (CPA)?**
- Yes
  - No
- \* 9. Which of the following best describes your **years 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 12 months
  - 1 year
  - 2 years
  - 3 years
  - 4 years
  - 5 years or more
  - None of the above
- \* 10. Which of the following best describes your **years of experience doing independent research and analysis which included making recommendations that resolved issues?**
- Less than 12 months
  - 1 year

- 2 years
  - 3 years
  - 4 years
  - 5 years or more
  - 10 years or above
  - None of the above
- \* 11. 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 12 months
  - 1 year
  - 2 years
  - 3 years
  - 4 years
  - 5 years or more
  - None of the above
- \* 12. 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
  - Less than 12 months
  - 1 year
  - 2 years
  - 3 years
  - 4 years
  - 5 years or more
  - None of the above
- \* 13. Which of the following programs have you used regularly during the last 12 months? Check all that apply.
- Microsoft Outlook
  - Microsoft Excel
  - Microsoft Word
  - IR Studio (Hyperion)
  - Microsoft Access
  - R\*STARS
  - Other large financial system
  - None of the above
- \* 14. As it relates to question 12, please describe your experience using these programs.
- \* 15. Indicate your years of experience working with automated accounting systems
- Less than one year
  - 12 - 24 months
  - 2 years or more
  - None of the above
- \* 16. Describe the automated accounting systems you have working knowledge and experience with. (List the employer where you gained this experience.)
- \* 17. Describe your experience reconciling transaction detail interfaced between two or more financial applications to ensure the integrity of data between the source and target applications. Please be specific as to what type of reconciliation was being performed (e.g. cash, fixed assets, revenue, accounts payable etc... and list the employer where you gained this experience.)

- \* 18. Describe your experience preparing fiscal year financial accounting and accruals entries to support annual financial reporting. (List the employer where you gained this experience.)
  
- \* 19. This position requires understanding and knowledge of processing/programming logic, system profiles (tables), and account coding structures. Please describe your experience in these areas.
  
- \* 20. Strong communication skills are essential in this position. Describe your training, experience or approach in communicating and contributing in a team oriented environment. Be specific.
  
- \* Required Question