



STATE OF OREGON
invites applications for the position of:

Accountant 3 (Budget Coordinator)

JOB CODE:	OLCC15-0053
OPENING DATE/TIME:	09/25/15 12:00 AM
CLOSING DATE/TIME:	10/06/15 12:00 AM
SALARY:	\$3,973.00 - \$5,802.00 Monthly
JOB TYPE:	Permanent
LOCATION:	Milwaukie, Oregon
AGENCY:	Liquor Control Commission

DESCRIPTION:

The Oregon Liquor Control Commission (OLCC) is the agency responsible for regulating the sale and service of alcoholic beverages in Oregon by administering the state's Liquor Control Act and regulating the sale of recreational marijuana in Oregon through the Control, Regulation, and Taxation of Marijuana and Industrial Hemp Act.

The agency is comprised of three major operational programs; the Distilled Spirits Program, the Recreational Marijuana Program, and the Public Safety Program. All three programs are supported by the Administration, Financial Services, and Support Services divisions. Revenue generated from these programs helps support state and local government programs.

The Distilled Spirits Program oversees the distribution and sale of distilled spirits in the state. The Distilled Spirits division centrally purchases, warehouses and distributes distilled spirits to Oregon's independently operated liquor stores. OLCC's Public Safety Program licenses and regulates businesses in the alcohol industry such as manufacturers, wholesalers, bars, restaurants, grocery and convenience stores.

The Recreational Marijuana Program is exclusively authorized to make recreational marijuana available to consumers and licensed businesses through retail marijuana stores. The program also tracks the growing, transporting, processing and selling of recreational marijuana products. The Public Safety Program is responsible for licensing and regulating the operation of the recreational marijuana industry in Oregon.

This recruitment is intended to fill 1 full-time Accountant 3 (Budget Coordinator) position at our headquarters in Milwaukie. This position assists the Director of Financial Services, Program, and Division Directors in the development and implementation of the agency biennial budget, providing recommendations and technical expertise.

DUTIES & RESPONSIBILITIES:

- Plans and monitors adherence to budget preparation calendar, writing budget preparation instructions and designing budget preparation packets

- Coordinates the Chief Financial Office (CFO) for appropriate Oregon Budget Information Technology System (ORBITS) revenue and expenditure and Position Information Control System (PICS) action and budget instruction application
- Establishes budget organization structures
- Designs spreadsheets and performs expenditure projections for biennium estimates and agency request amounts
- Tracks, prepares & analyzes and provides monthly budget reports
- Produces agency request, Governor's recommended and legislatively adopted budget books according to Department of Administrative Services (DAS) budget instructions
- Provides technical advice to Agency's Program and Division Directors by interpreting DAS budget instructions, consulting with Chief Financial Office Budget Analyst, and the Agency's Director of Financial Services
- Develops License and Miscellaneous Revenue projections and reviews Liquor and Beer and Wine Revenue projections
- Assembles analysis and prepares for presentation of current and historical fiscal data
- May represent the Director of Financial Services at budget-related meetings
- Implements the new biennial budget by recommending budgets by cost center, line item, and fiscal year
- Applies Ways & Means Subcommittee budget notes, evaluates past spending levels and anticipates trends and agency needs
- Develops biennial quarterly allotment schedule for submission to DAS upon approval by Director of Financial Services
- Advises Personnel Manager on personnel actions needed to reflect new biennium organization changes
- As Audit Lead Worker, reviews all liquor audit reports for completeness and accuracy
- Manages and develops electronic templates used to prepare liquor audit reports, including developing macros
- Responds to inquiries from agents and liquor audit staff about results to insure accounting records are accurate and complete
- Tracks personnel changes, PICS verification, vacancy and temporary position rates
- Provides Agency Managers, DAS, and the Legislature with understanding of the impact of proposals by assisting in researching and analyzing the fiscal impact of proposed legislation, proposed salary adjustments, collective bargaining unit negotiations, or other Emergency Board requests

Working Conditions

Office environment; budget fiscal impact duties may require irregular work hours to meet deadlines. Overtime may occur during budget preparation and legislative sessions. May be required to lift folders or boxes. Frequent deadlines during budget cycle. May drive a state vehicle.

QUALIFICATIONS, REQUIRED & REQUESTED SKILLS:

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:

The ideal candidate will also have a background in the following areas:

- Knowledge of audit standards and techniques
- Intermediate to advanced proficiency in Microsoft Office, including macros
- Experience creating revenue and expenditure projections
- Experience preparing financial information for presentation
- Excellent attention to detail
- Excellent verbal and written communication skills
- Proficient in Statewide Financial Management System (SFMS) and Oregon Budget Information Technology System (ORBITS)
- Excellent prioritization and multi-tasking skills
- Experience working with various levels of staff
- Ability to work independently or with multiple decision makers
- High level of integrity
- Embraces and fosters diversity and multi-culturalism in the workplace

ADDITIONAL REQUIREMENTS:

Requires a valid driver's license and a good driving record. This position is subject to a criminal records check, which requires fingerprints. Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

ADDITIONAL INFORMATION:

*******To Apply*******

Follow the "Apply" link above and complete the State of Oregon Employment Application on-line.

You must attach the following application material to your on-line application:

- **A current resume** that clearly describes your experience, skills and/or knowledge related to the requirements of the position and demonstrates that you meet the minimum requirements of the position listed above.

- **A cover letter** that clearly addresses the following: Describe your participation in a budgeting process and the software used. Include specifics about your process of gathering data, creating revenue and expenditure projections, communication with others in the organization and any analysis of the compiled data.

Due to the high volume of recruitments and applications received, we ask that you not contact us to request a status update. Every applicant will receive notification after the applications have been screened. We recommend that you print out this job posting for future reference because once the position closes, it will no longer appear on our site.

Change of Email Address: Feel free to contact us if your contact information has changed. Indicate which job postings are affected so that we can update your application(s). You will also want to update your Master Profile in www.governmentjobs.com.

Only completed applications will be accepted: We require that you complete all the blank fields and provide complete addresses, phone numbers, supervisor names/titles, etc. for employers. Please be specific under job duties--we use this information to screen. Do not write, "see resume." Resumes and cover letters are not reviewed to meet minimum qualifications unless requested in the job posting.

College transcripts: Some positions require a college degree; others allow for a combination of experience and education. Even if you feel you have enough work experience, if you want to improve your chances of meeting the minimum qualifications, we recommend that you attach college transcripts (an unofficial copy is acceptable during the recruitment phase). If you have not completed your degree, you can still attach your transcripts and indicate the number of college units completed.

*** IMPORTANT NOTICE ***

If you are an eligible veteran and wish to claim veterans' preference points AND you also meet the minimum qualifications for this position, the points will be added to your score. To receive veterans' preference points you MUST attach to your electronic application the following required documentation:

> A copy of your DD214/DD215 form; OR A letter from the US Dept. of Veteran's Affairs indicating you receive a non-service connected pension for the five (5) point preference.

> A copy of your DD214/DD215 form; AND a copy of your veterans' disability preference letter from the Dept. of Veterans' Affairs for the ten (10) point preference.

If you have a disability and need an alternative format to complete the application please call 503-872-5152 to advise us about the format needed. TTY users please use the Oregon Telecommunications Relay Service: 1-800-735-2900.

If you have questions about the recruitment and selection process contact HR Analyst Annie Williams at 503-872-5152.

E-mail Alerts and Job Interest Cards for Future Job Opportunities: If you wish to be notified of future job postings, you can select the following:

> For Oregon Liquor Control Commission Only: www.oregon.gov/OLCC, (on right side, click:) Get E-mail Alerts, (then click:) "Click Here", then enter Email address, then enter Password. It will take you to a page where you can select from a variety of Alert topics from the OLCC.

> For State of Oregon postings on NEOGOV: www.oregonjobs.org (click in center:) "Look for Jobs," (click in center:) "Job Interest Cards" (complete and submit the form). On this site, there is also useful applicant information, FAQs, and you can search for jobs.

**THE OREGON LIQUOR CONTROL COMMISSION IS AN EQUAL OPPORTUNITY,
AFFIRMATIVE ACTION EMPLOYER COMMITTED TO WORK FORCE DIVERSITY**

VISIT OUR AGENCY WEBSITE AT:

<http://www.oregon.gov/OLCC>

Job #OLCC15-0053

ACCOUNTANT 3 (BUDGET COORDINATOR)

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OUR OFFICE IS LOCATED AT:

9079 SE McLoughlin Blvd

Milwaukie, OR 97222

503-872-5000

Accountant 3 (Budget Coordinator) 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 are 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. 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 selected any other option, 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, select N/A.
- N/A
 - 4 Quarter hours/3 Semester hours
 - 8 Quarter hours/5 Semester hours
 - 12 Quarter hours/8 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)**?
- N/A
 - 4 Quarter hours/3 Semester hours
 - 8 Quarter hours/5 Semester hours
 - 12 Quarter hours/8 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; and
 - e) analyzing and interpreting complex accounts and account relationships resulting in accounting entries

NOTE: If you have part-time work experience, please select the answer that is equivalent to full time

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

NOTE: If you have part-time work experience, please select the answer that is equivalent to full time

- 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?**

NOTE: If you have part-time work experience, please select the answer that is equivalent to full time

- 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

NOTE: If you have part-time work experience, please select the answer that is equivalent to full time

- 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