



**STATE OF OREGON**  
invites applications for the position of:  
**Accountant 4 - Senior Fiscal Analyst**

**JOB CODE:** ODOT15-0811oc

**OPENING DATE/TIME:** 12/24/15 12:00 AM

**CLOSING DATE/TIME:** 01/18/16 11:59 PM

**SALARY:** \$5,091.00 - \$7,155.00 Monthly

**JOB TYPE:** Permanent

**LOCATION:** Salem, Oregon

**AGENCY:** Transportation-Central Services

**DESCRIPTION:**



**ODOT15-0811oc – Salem**

*The Oregon Department of Transportation (ODOT) works to provide a safe, efficient transportation system that supports economic opportunity and livable communities for Oregonians.*

*This position is with the Central Services Division, Financial Services Branch (FSB), Financial Policy and Compliance Unit in Salem. Financial Services is committed to providing superior customer service and exceptional financial information and analysis. All units within the Branch continually collaborate with the various business lines to adopt innovative solutions consistent with good financial controls.*

The Senior Financial Analyst is responsible for the coordination of the year end closing process, the preparation of the Agency's Annual Financial Report (AFR), the annual financial disclosures, the schedule of expenditures of federal awards and compliance related to OMB A-87, OMB A-133 and CMIA, ad hoc reporting development and management, annual audit review and financial statement maintenance.

*We invite members of all diverse communities to join our workforce as we endeavor to best serve Oregonians from every background. ODOT values diversity and inclusion because they are good for Oregon. We believe that by welcoming differences, encouraging new ideas and views, listening to and learning from each other, and providing opportunities for professional enrichment we are better able to serve those around us. We thank*

*you for considering this employment opportunity.*

**The goal of this recruitment is to fill this position at the Accountant 4 level. However, we encourage candidates who meet the minimum qualifications for an Accountant 3 (\$4402 - \$6182/month) to apply, as we may consider underfilling the position until the selected candidate meets the minimum qualifications for an Accountant 4. Underfill training will not exceed two years.**

### **Working Conditions**

- Work is normally performed in a typical office environment.
- In-state travel to conduct financial presentations to ODOT managers and employees.
- May be required to work significant overtime hours to ensure deadlines and statutory timelines are met.

*If you are hired, you will become part of the State's Management Team.*

**You must have and maintain a valid driver license and an acceptable driving record.**

### **DUTIES & RESPONSIBILITIES:**

#### **Accounting Policy and Procedure Development**

- Prepare Agency-wide accounting, financial reporting and fiscal management policies and procedures.
- Provide training on accounting policies and procedures as needed.
- Write new policies when new pronouncements or regulations are issued and revise existing policies as needed.
- Coordinate the review, revision, approval, and issuance of policies, some of which can cause substantial changes in Agency operations.
- Retain ownership of and recommend actions which lead to changes in Agency operations.
- Participate with the Secretary of State Auditors for the completion of the Agency's annual audit. Create and implement the audit finding corrective action plan on behalf of Agency management on audit findings.

#### **Financial Statement Preparation & Financial Analysis and Internal Control**

- Review and correct complex financial information and compile ODOT's Annual Financial Report.
- Coordinate the audit process to ensure a clean audit review.
- Advise personnel regarding account coding and recording of year-end transactions. Analyze financial information and provide instruction on needed corrections and adjustments to ensure accuracy and adequate internal controls.
- Input adjustments and ensure that financial statements and note disclosures are in compliance.
- Analyze and resolve complex audit issues, including negotiation and resolution of such issues with the Secretary of State Audits Division.
- Retain independent authority to direct and formulate corrective action plan to address statewide audit recommendations or findings.
- Has the authority to act on behalf of the Chief Financial Officer or Financial Policy and Compliance Manager to direct changes in the development and operation of methodologies for meeting the requirements of Governmental Accounting Standards Board (GASB) pronouncements. Coordinate changes with ODOT Divisions and information systems.

#### **Year-End Closing**

- Coordinate complex fiscal year-end adjustments to prepare accounting records for annual financial report compilation and review by audits.
- Advise personnel on use of transaction codes and General Accepted Accounting Practices (GAAP) fund reporting.
- Provide guidance to other FSB staff on complex accounting and reporting issues during year end closing.

#### **Division Support**

- Provide professional assistance and consultation to ODOT divisions.
- Interpret GASB pronouncements and advise Divisions on GAAP.
- Recommend corrective action when necessary to ensure Department's compliance with GAAP and other regulations.
- Research difficult accounting and reporting issues and provide guidance to division accounting and management staff.

### **Federal Compliance**

- Coordinate the compilation of the Agency's Schedule of Expenditures of Federal Awards (SEFA) ensuring that accounting, reporting, and other requirements are in line with federal regulations.
- Provide advice and guidance to Agency Divisions regarding proper accounting and reporting of federal funds.

### **Systems Support**

- Lead systems development and improvement projects including, for example, development of infrastructure reporting databases and associated DB2 tables.
- Analyze reporting needs and coordinate system development or modifications.
- Formulate requirements for projects, based on desired outcomes.
- Coordinate with various systems developers and assist programmers with understanding functional requirements and needs so that systems design will meet requirements.
- Review and approve systems design.
- Authorizes updates and changes to financial systems on behalf of the Chief Financial Officer or the Financial Policy and Compliance Manager as assigned to project steering committees.

### **Special Projects**

- Responsible for projects that result in significant changes to ODOT's financial operations.
- Has the authority to make decisions on behalf of the Chief Financial Officer or the Financial Policy and Compliance Manager as assigned to projects.
- Develop and implement plans on behalf of the Agency, plan and coordinate projects to ensure compliance with GASB standards and other federal regulations and state laws.
- Recommend on behalf of the Chief Financial Officer or the Financial Policy and Compliance Manager courses of action or strategies to executive and middle management and others.

### **QUALIFICATIONS, REQUIRED & REQUESTED SKILLS:**

#### **Accountant 4 Minimum Qualifications**

A CPA certificate **AND** four additional years of professional accounting experience\*; **OR**

Six years of professional accounting experience\*; **AND** either:

- 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 in:
  - 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 at the Accountant 3 level, which includes a) designing and modifying accounting systems that require frequent changes in requirements to meet specific business objectives; b) consulting with program managers or external organizations; and c) assuring the proper functioning and accountability of fiscal operations.

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.

**The "Work Experience" section of your application must clearly describe your experience in each of the areas listed. Failure to provide this information may result in eliminating your application from further consideration.**

Credits must be from an accredited college or university.

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

#### **Accountant 3 Minimum Qualifications (Underfill Option)**

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 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 in:
  - 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; **AND**
  - 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.

**The "Work Experience" section of your application must clearly describe your experience in each of the areas listed. Failure to provide this information may result in eliminating your application from**

**further consideration.**

Credits must be from an accredited college or university.

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

Preference may be given to candidates whose application materials clearly demonstrate the following desired attributes:

- Must know Microsoft Office products;
- Ability to work independently with little supervision;
- Ability to make sound decisions;
- Ability to work overtime; and
- Thorough knowledge of Governmental GAAP and R\*STARS.

*You must have and maintain a valid driver license and an acceptable driving record.*

**ADDITIONAL INFORMATION:****Instructions**

To apply for this position, you must:

1. Complete the application. *A resume or position description will not be accepted in place of a completed application. We will not consider resumes attached to applications for this recruitment.*
2. The "Work Experience" and/or "Education" sections of your application must **clearly** demonstrate how you meet the minimum qualifications listed above. *To receive credit to qualify based on education, you must attach a copy of your transcript.*
3. Complete the supplemental questions.

**Failure to follow these instructions may disqualify your application. Incomplete or late applications will not be considered.**

**Pre-employment Checks**

We will conduct criminal background checks on final candidates including current ODOT employees. All applicants are subject to additional pre-employment check(s) such as driver license, LEDS, and/or education verification as required for the position.

**Veteran's Points**

Eligible veterans who meet the qualifications will be give veterans' preference. To receive preference, veterans must attach appropriate documentation as outlined by the Department of Administrative Services at the following website: [Veterans Resources](#). Veterans may also call the Oregon Department of Veterans' Affairs at 1-800-692-9666.

**Questions**

- For questions about the job announcement, call Jo Anne at 503-378-6721.
- For technical help with your login or online application issues, call 1-855-524-5627 from 6:30a to 5:30p PST M-F by leaving a voicemail. It may take up to 24 hours to receive a response. If you do not receive a response after 24 hours, you can email Technical Support at [support@governmentjobs.com](mailto:support@governmentjobs.com). **NEOGV Technical Support will be closed on December 24-25, 2015 and January 1, 2016.**
- Application help: [http://www.oregon.gov/ODOT/CS/HR/jobs/Application\\_Help.pdf](http://www.oregon.gov/ODOT/CS/HR/jobs/Application_Help.pdf)

**Application Check List**

1. Complete application.

2. Complete supplemental questions with cited employers listed in application.
3. Attach your transcript if qualifying based on education.
4. Veteran's documents attached to application, if applicable.
5. You are strongly encouraged to print and/or save a PDF copy of your electronic application for your records.



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

*ODOT is an Equal Employment Opportunity and Affirmative Action Employer.*

*This information can be made available in an alternative format by contacting ODOT Recruitment at 503-986-3700 or through Oregon Relay Service at 7-1-1.*

*ODOT does not discriminate on the basis of disability in admission or access to our programs, services, activities, hiring, and employment practices. Questions: 1-877-336-6368 (EEO-ODOT) or through Oregon Relay Service at 7-1-1.*

*ODOT is committed to complying with the Americans with Disabilities Act. It is our policy not to discriminate against any qualified employment applicant because of a disability. Applicants with a disability may request a reasonable accommodation during the application process by contacting the [Employee Civil Rights & Diversity Manager](#) at 1-877-336-6368 (EEO-ODOT)*

*ODOT does not discriminate on the basis of race, religion, color, sex, age, national origin, disability, sexual orientation or any other class protected by State or Federal laws. For questions, concerns, or complaints regarding Equal Employment Opportunity and Affirmative Action, contact the [Employee Civil Rights & Diversity Manager](#) at 1-877-336-6368 (1-877-EEO-ODOT).*

---

Job #ODOT15-0811oc  
ACCOUNTANT 4 - SENIOR FISCAL ANALYST  
OJ

---

## Accountant 4 - Senior Fiscal Analyst 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
  - Degree in progress
  - 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 the previous question, 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 upper level (300 or higher) coursework in accounting principles, intermediate accounting, advanced accounting, finance, business law, cost accounting, accounting information systems or auditing? If you do not have completed coursework in any of these areas, select N/A. *You*

*will need to attach your transcript to receive credit for the related coursework.*

- N/A
- Less than 30 quarter / 19 semester hours
- 30 quarter / 20 semester hours
- 32 quarter / 21 semester hours
- 36 quarter / 24 semester hours
- 40 quarter / 27 semester hours
- 44 quarter / 29 semester hours
- 45-68 quarter / 30-45 semester hours
- 69-95 quarter / 46-63 semester hours
- 96-143 quarter / 64-95 semester hours
- 144-191 quarter / 96-127 semester hours
- 192-239 quarter / 128-159 semester hours
- 240 or more quarter / 160 or more semester hours
- \* 5. Do you have 15 quarter / 10 semester (or more) graduate-level accounting credit hours (500 level or above)? *You will need to attach your transcript to receive credit for the related coursework.*
- Yes
- No
- \* 6. Do you have a current and valid Certified Public Accountant certificate (CPA)?
- Yes
- No
- \* 7. If you selected "Yes" in the previous question, please enter your CPA certificate number below. If you did not, enter N/A.
- \* 8. **The responses to the questions below must be supported in the 'Work Experience' section of this application by clearly describing how you gained the experience.**
- Which of the following best describes the length of your professional accounting experience?
- Up to 11 months
- 1 year
- 2 years
- 3 years
- 4 years
- 5 years
- 6 years or more
- None of the above
- \* 9. Does your professional accounting experience include two years of experience in: a) designing and modifying accounting systems that require frequent changes in requirements to meet specific business objectives; b) consulting with program managers or external organizations; and c) assuring the proper functioning and accountability of fiscal operations.
- Yes - I have experience in all areas listed above
- Yes - I have experience in some of the areas listed above
- No - I do not have experience in any of the areas listed above
- \* 10. Do you have two years of accounting experience in: a) setting up ledgers, account codes and controls; and b) modifying accounting systems?
- Yes - I have experience in all of the areas listed above
- Yes - I have experience in some of the areas listed above
- No - I do not have experience in any of the areas listed above



- \* 11. Do you have two years of experience in doing independent research and analysis which included making recommendations that resolved issues?
  - Yes
  - No
  
- \* 12. Do you have two years of accounting experience in: 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.
  - Yes - I have experience in all areas listed above
  - Yes - I have experience in some of the areas listed above
  - No - I do not have experience in any of the areas listed above
  
- \* 13. Please describe your level of experience with all of the following: a) preparing financial reconciliations and/or reports and journal entries; b) classifying, analyzing, and reconciling complex financial data and records as they relate to a financial year-end processes that may have included preparing governmental or financial statements; and c) analyzing and interpreting complex accounts and relationships to subsystems resulting in accounting entries.
  
  
- \* 14. This position is jointly responsible for the development of the Department's annual financial report using data from various accounting systems. Please describe your experience preparing year-end closing entries using the State's accounting system (SFMA) or other accounting system(s).

\* Required Question