



STATE OF OREGON
invites applications for the position of:

Accountant 1 (Compensation & Disbursements Accountant)

JOB CODE: OLCC14-0051

OPENING DATE/TIME: 11/05/14 12:00 AM

CLOSING DATE/TIME: 11/16/14 11:59 PM

SALARY: \$2,999.00 - \$4,359.00 Monthly

JOB TYPE: Permanent

LOCATION: Milwaukie, Oregon

AGENCY: Liquor Control Commission

DESCRIPTION:

The mission of the Oregon Liquor Control Commission (OLCC) is to promote the public interest through the responsible sale and service of alcoholic beverages. We balance our policies and practices so the needs of the various parts of the alcoholic beverage system are met in a socially responsible manner. We are committed to hiring, developing and retaining highly qualified, motivated employees from diverse backgrounds who are dedicated to providing excellent service to the citizens of Oregon.

The OLCC is seeking a full-time Accountant 1 in the Financial Services Division. The primary purpose of this position is to provide timely and correct processing of employee payroll and payments to various types of OLCC agents and vendors. This position is also responsible for maintaining the inventory management system and assisting other members of the disbursements team with the review and process of payments for budgeted and non-budgeted expenditures.

DUTIES & RESPONSIBILITIES:

- Collects payroll data for input into the Oregon State Payroll System (OSPS) to process the monthly payroll for OLCC. Reviews time sheet data for completeness, accuracy and conformity with payroll policies and procedures. Assists and trains managers and employees in the proper completion of time sheets. Maintains employee access to on-line electronic pay statements. Prepares final payments to separating employees, making all final entries into OSPS (Oregon State Payroll System). Maintains electronic directory of all OSPS generated reports.
- Ensures proper credit and payment of insurance liabilities for agency employees. Maintains employee payroll files and insurance files with appropriate documentation. Compiles data, furnishes information and implements transactions pertaining to voluntary deductions, including insurance, automatic deductions, deferred compensation and savings bonds. Coordinates the process of insurance forms for employees during open enrollment each year. Evaluates and implements regulations affecting the payroll in cooperation with appropriate management personnel. Assists Human Resources and management in

- applying knowledge of payroll laws, rules, policies, procedures and regulations to specific fact situations.
- Processes employee travel and expense claims through Statewide Financial Management System (SFMS). Reviews travel and expense claims for compliance with appropriate policies and procedures and resolves discrepancies with agency staff. Verifies claims for authorization, completeness and accuracy. Processes requests for travel advances and monitors outstanding advances to ensure timely submission of travel expenses by employees receiving the advance.
 - Prepares liquor agents' compensation based on agency sales on a monthly basis for approximately 250 stores. Updates agent deductions for deferred compensation as requested by PERS. Gathers information and makes one-time deductions from compensation based on amounts owed to OLCC. Reconciles system reports and data with expected results and makes adjustments as necessary prior to payment. Transfers funds withheld from payments to the correct receiving fund or agency. Reconciles accounts and prepares accrual entries for the Statewide Financial Reporting (SFR) process.
 - Assists in maintaining Revolving Fund, including preparing payments out of the account for travel and payroll. Prepares transfers out of SFMS to reimburse the account. Prepares deposits detailing receipts into the Revolving Fund.
 - Manages petty cash fund in a fiduciary capacity. Receives requests for petty cash disbursements, obtains appropriate management approval, verifies the accuracy and completeness of supporting detail and disburses petty cash for small or emergency expenditures. Prepares petty cash voucher to replenish funds.
 - Reconciles capital outlay expenditures to capital assets inventory. Records new acquisitions and disposal of assets to the OLCC inventory management system. Makes appropriate entries for capital asset changes to SFMS and the general ledger. At end of year, prepares reconciliations and capital assets entries for the SFR process.
 - Audits distillery agents' weekly and monthly reports and resolves errors through verbal and written communication with the agents. Records reported detailed sales and inventory data, including computation of compensation and cost of goods sold. Ensures appropriate and timely payments have been made to OLCC per the distillery agent's contract. Compiles entries to record revenues and expenses based on the submitted and corrected information.
 - Acts as backup support for the Disbursements Section. Acts as backup liquor store auditor in emergencies. Assists Financial Services management with special projects as assigned.

WORKING CONDITIONS

There are multiple monthly deadlines to meet to facilitate completion of monthly payroll as well as monthly financial reports. Occasionally, workload may become very heavy due to conflicting deadlines, requiring good organization and prioritizing skills. May encounter hostility when handling employee's payroll and insurance problems or trying to resolve questions regarding the bargaining contract, PEBB rules and personnel rules.

QUALIFICATIONS, REQUIRED & REQUESTED SKILLS:

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting; **OR**

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.

In the "Work History" section on your application you 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.

DESIRED ATTRIBUTES

- General knowledge of governmental accounting policies, procedures, and operations
- Excellent verbal and written communication skills
- Proficient in Statewide Financial Management System (SFMS)
- Proficient in Oregon State Payroll System (OSPS)
- Willingness to learn new computer applications
- Ability to explain complex rules, laws and policies
- Ability to apply governing rules, policies and laws to a compensation process
- Ability to work as an integral part of a team
- Ability to work with diverse populations
- Embraces and fosters diversity and multi-culturalism in the workplace

ADDITIONAL REQUIREMENTS

The Financial Services Division environment requires strong personal computer skills to meet current and future accounting system demands. Experience in spreadsheets and word processing is required to appropriately function in this position. The demands of the position require the ability to interact with other divisions, outside vendors and other agencies in a courteous and professional manner. Consistent attendance with the exception of protected and approved leaves is expected for this position.

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.

*** 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 503-872-5154 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 & selection process contact HR Analyst Annie Williams at 503-872-5154.

Only complete applications will be accepted. Be sure to answer all Supplemental Questions accurately and attach any required documents. Your experience will be verified during the selection process.

**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>

OUR OFFICE IS LOCATED AT:

9079 SE McLoughlin Blvd
Milwaukie, OR 97222
503-872-5000

Job #OLCC14-0051
ACCOUNTANT 1 (COMPENSATION &
DISBURSEMENTS ACCOUNTANT)
AW

Accountant 1 (Compensation & Disbursements 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 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, **identify the focus of your degree**. If you did not, enter N/A.

- * 4. Select the Quarter/Semester hours that best describes your **completed college 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
 - 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
 - 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 or above
 None of the above
- * 9. Please discuss where you gained the experience you described in your answer to question #8 (addressing letters a through e), with reference to the positions shown in your application. If you entered "none of the above" under question #8, please enter N/A.
- * 10. 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
- * 11. Which of the following best describes your experience communicating effectively with people over the telephone, in writing and in person to answer questions and explaining information or decisions? Please check all that apply.

- Experience communicating only orally or in writing to explain/answer non-complex questions, decisions, rules, policies and procedures.
 - Experience communicating orally and in writing to explain/answer non-complex questions, decisions, rules, policies and procedures.
 - Experience communicating only orally or in writing to a variety of people to explain/answer complex questions, decisions, rules, policies and procedures, sometimes using specialized terminology.
 - Experience communicating orally and in writing to a variety of people to explain/answer complex questions, decisions, rules, policies and procedures related to accounting, sometimes using specialized terminology.
 - Experience leading/speaking to a variety/group of people to explain the strategy behind a policy or procedure in person or using specialized technology.
 - None of the above
- * 12. Which of the following best describes your experience using financial data systems?
- I have experience with SFMS (Statewide Financial Management System)
 - I have experience with another large accounting system
 - I have no experience with large accounting systems
- * 13. In regards to question #12, please describe in detail where you gained the experience and which systems were used. Please indicate if you had a query tool (Hyperion, Access, etc.) to access data from that system either directly or through a data repository.
- * 14. How much payroll experience do you have?
- less than 6 months
 - 6 to 11 months
 - 1-2 years
 - 2-3 years
 - more than 3 years
 - None of the above
- * 15. What is the largest number of employees for which you have provided payroll services?
- fewer than 100
 - 100-250
 - 251-500
 - more than 500
 - None of the above
- * 16. Which payroll systems have you used? Please check all that apply.
- Oregon State Payroll System (OSPS)
 - Other commercial payroll system
 - other proprietary/legacy system(s)
 - Other system, not listed
 - No experience with computer-based payroll systems
- * 17. In regards to questions #14 through 16, please describe in detail where you gained the experience and which systems were used.
- * 18. Which of the following best describes your level of experience interpreting and applying payroll rules?

- less than 6 months
- 1-2 years
- 2-3 years
- more than 3 years
- None of the above

* 19. Did your prior payroll experience include the need to research and analyze laws, rules and policies to evaluate options and make recommendations and corrections?

- Yes
- No

* Required Question