



CAREER OPPORTUNITY PROFILE

Job # 201908
Opens: 02/20/19
Open until filled

TITLE: Accounting and Payroll Clerk
CLASS: Accounting Specialist
General Administration – Various Coastal Communities
Full-time (40 hrs/wk)

ABOUT OREGON CASCADES WEST COUNCIL OF GOVERNMENTS (OCWCOG)

OCWCOG manages a variety of local, State, and Federal programs to serve residents, local governments, and businesses in our tri-County Region. OCWCOG is recognized by the State of Oregon as an Area Commission on Transportation (ACT) and a Type B Medicaid Transfer Agency. Additionally, the association is recognized by the Federal Government as an Area Agency on Aging (AAA), an Economic Development District (EDD), a U.S. Small Business Administration (SBA) Revolving Loan Fund Coordinator, a U.S. Department of Agriculture Revolving Loan Agency, and staffs the two Metropolitan Planning Organizations (MPOs) in the Region. These designations increase OCWCOG's ability to serve our communities' needs.

As an Oregon intergovernmental entity, in addition to the programs and services that OCWCOG is required by State or Federal contract to provide, OCWCOG helps businesses find appropriate capital; facilitates seniors and persons with disabilities plan for independent living; coordinates local road improvement priorities; and assists with administration and technical support for its member governments.

Each program works towards OCWCOG's mission of helping the Region's communities collaborate to solve problems and connect member governments, businesses, and individuals with a wide array of resources.

ABOUT THE OCWCOG FINANCE DEPARTMENT

OCWCOG'S Finance Department is responsible for the consolidated management of the agency and programs, financial functions, and ensuring compliance with budget law. The Finance Department handles agency payroll, accounts payable and receivable, contracts management, audit, and centralized purchasing. All services managed by the Finance Department are also available to support member jurisdictions as requested.

OCWCOG has contracted with several member communities in the Lincoln County area to provide accounting and payroll services. This position will work remotely in each community with some travel to the Toledo and Albany office.

GENERAL INFORMATION

This announcement will remain open until filled; however, the application screening process is expected to begin on or about March 15 2019. Therefore, at the agency's discretion, materials received after March 15, 2019 may not receive consideration.

This position is represented by the Service Employees International Union (SEIU) Union. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check, and the information will be shared with Human Resources. Any criminal history will be reviewed and could result in the withdrawal of the offer or termination of employment.

SUMMARY OF POSITION

Performs administrative and technical accounting services in support of the Finance Department and various coastal communities, as assigned. Responsible for payroll processing and reconciliation of all payroll related accounts. Responsible for accounts payables/receivables and other related functions include account analysis and budget preparation support.

ESSENTIAL JOB DUTIES

Performs position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engages in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develops good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrates positive acceptance of constructive feedback and suggestions, in an effort to strengthen work performance. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

Payroll

- Posts, balances, and maintains manual and computerized accounting records related to payroll.
- Collects and reviews payroll information, enters computer data, computes deductions and leave accruals, and submits electronic processing of payroll. Maintains employee paid leave accruals.
- Responsible for labor cost allocation system and reporting, and payroll expenditure account distribution.
- Provides staff support in payroll related research.
- Prepares quarterly state and federal tax information and assists in preparing tax required forms.
- Prepares the annual workers' compensation reports and reconciliation.
- Prepares monthly, quarterly and annual reports as required.

Accountings Receivable/Accounts Payable

- Posts, balances, and maintains manual and computerized accounting records related to accounts payable/accounts receivable. Ensures compliance with Generally Accepted Accounting Principles (GAAP).
- Processes checks and payments for agency benefits including PERS, Deferred Compensation, and taxes.
- Processes all incoming bills, invoices and other payables for payment.
- Prepares daily bank deposits as required.
- Maintains vendor payment files and systems and is responsible for account distribution and allocations.

Administrative

- Provides administrative and clerical support to the Finance department and assigned coastal communities.
- Confers with vendors and/or departments regarding a variety of transactions.
- Prepares and a variety of financial reports, including grant reporting.
- Utilizes a variety of specialized finance and accounting software based on each community's needs.
- Organizes and maintains agency's files and filing system.
- Prepares and review monthly journal.
- Handles confidential documents, various reports, contracts and letters as assigned.
- Produces reports as requested.

MINIMUM QUALIFICATIONS:

To receive credit, and proceed to the next step of the recruiting process, your application form must clearly show that you meet the following:

Two years of responsible accounting/bookkeeping experience. High school diploma or equivalent, preferably supplemented by college or business school training in bookkeeping or accounting. Experience in processing payroll and related payroll reports. OR, any satisfactory combination of education, experience and training which demonstrates the knowledge, skills, and abilities to perform the duties of the job.

LICENSES, CERTIFICATES, & OTHER REQUIREMENTS

Possession of a Valid Oregon Driver's license or the ability to travel over a two-county area.

Position requires successful completion of a criminal history and driving record check.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of standard accounting/bookkeeping principles and practices;
- Considerable knowledge of office methods and procedures;
- Considerable knowledge of office record keeping and reporting procedures and practices;
- Considerable knowledge of payroll rules, regulations and reporting requirements;
- Knowledge of wage and hour laws;
- Ability to operate office equipment including a personal computer, a ten-key adding machine, and photocopy machine;
- Knowledge of and ability to utilize Microsoft software including, Microsoft Excel, Word, and Access database;
- Skills in performing detailed and complex clerical tasks,
- Ability to understand verbal and written operating instructions and procedures and to initiate suggestions for appropriate involvement;
- Ability to read, prepare and understand statistical reports and recognize mathematical and/or data entry errors;
- Ability to pay attention to detail;
- Ability to exercise good time management skills in order to accomplish both daily tasks and on-going projects;
- Ability to work with other staff and the public in a courteous and efficient manner;
- Ability to identify and refer significant policy inquiries to supervisor;
- Ability to work independently with minimal direct supervision
- Ability to handle multiple projects and a high volume of work;
- Ability to make independent judgments in implementing established procedures;
- Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately;
- Ability to effectively communicate both orally and in writing;
- Ability to interact effectively with other employees and the public;
- Ability to cope with stressful deadlines;
- Ability to read, write, prepare statistical reports and recognize mathematical and data entry errors.

COMPENSATION PACKAGE

Starting salary is \$18.87 - \$20.80/hourly DOQE. A step increase will be awarded upon successful completion of a probationary period (typically six months), and then annually thereafter to the top of the range. OCWCOG offers an attractive benefits package including:

- **Retirement** – OCWCOG pays both the employer's percentage, and employee's six percent (6%) contribution into the Oregon Public Employees System (PERS). In addition to PERS, OCWCOG pays into Social Security.
- **Insurance** – For select plans, OCWCOG currently pays one hundred percent (100%) of the

insurance premiums for the employee and their eligible dependents. The insurance package includes medical, prescription, dental and vision coverage, alternative care, life, accidental death and dismemberment, as well as long-term care.

- **Holiday Leave** – OCWCOG provides ten and one half (10 ½) fixed holidays, plus two (2) personal days during each fiscal year.
- **Additional Benefits** – Deferred compensation options, Long-term care Insurance, Employee Assistance Program, Credit Union memberships, and options to participate in pre-tax Health Savings Account or Flexible Spending Account.
- **Sick Leave** – Full-time employees accrue eight (8) hours of sick leave each month.
- **Vacation Leave** – Full-time employees accrue vacation leave each month according to the following schedule:
 - 0-36 month – 8 hours/month
 - 37-72 months – 10 hours/month
 - 73-144 months – 14 hours/month
 - 145 months & above – 16 hours/month

TO APPLY

An application and detailed job description is available at www.ocwcog.org/careers. **You must submit the following application materials to be considered as a viable candidate:**

1. An **OCWCOG Employment Application**, completed and signed.
2. A **current resume** that clearly describes your experience, skills, and/or knowledge related to the requirements of the position and demonstrates that you meet qualifications of the position listed above.
3. A **cover letter** explaining how your background, experience and training qualify you for this position. **Please describe your experience and training specifically as they relate to the Desired Attributes.**

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 application materials 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 veteran's disability preference letter from the Dept. of Veterans' Affairs for the ten (10) point preference.

The first review of applications will be on or around March 15, 2019. For immediate consideration, apply now.

Only complete applications will be considered. Be sure to attach any required documents. The selection process will consist of a review of the materials provided and an evaluation of experience and training. Candidates most closely matching the desired attributes will be invited to interview.

SUBMIT TO

Oregon Cascades West Council of Governments
Human Resources Department
1400 Queen Ave SE, Suite 201
Albany, Oregon 97322

You may **E-MAIL** your application materials to us at hrrcruit@ocwcog.org. **In the subject line please include the position title and the posting number.** By electronically submitting your

application, you agree to the conditions stated in the certification and signature section of the application, which is enforceable as if you had signed. You will receive confirmation of receipt only if you submit via e-mail.

FAX to 541-967-6123. We are unable to verify receipt of faxed applications. OCWCOG is not responsible for material that is illegible or missing because of transmitting by fax or which may be lost through the mail.

EQUAL OPPORTUNITY EMPLOYER

Cascades West Center, 1400 Queen Ave., SE Suite 201, Albany, Oregon 97322

◆ Phone (541) 967-8720

◆ Fax (541) 967-6123

◆ TTY (541) 928-3670