

**OREGON UNIVERSITY SYSTEM
UNCLASSIFIED SERVICE POSITION DESCRIPTION**

Working Title: Senior Financial Accounting Analyst (X) New Position
Department: Controller's Division () Revised Date: 07/09/2010
Employee Name: Vacant (X) Exempt (from overtime)
Reports To: Director of Accounting & Reporting () Non-Exempt (overtime eligible)
Job Group: 30

GENERAL DESCRIPTION OF THE POSITION

This position is key to ensuring the integrity of the OUS accounting records. This position exercises considerable independent judgment. Decisions made by this position have a critical impact on the accounting, management reporting, financial reporting, and facilities and administrative rate proposals of the Oregon University System. This position reports to the Director of Accounting and Reporting and works closely with other members of the Accounting and Reporting section.

DESCRIPTION OF SPECIFIC DUTIES AND PERCENTAGE OF TIME

- 15% Reconciliations of Accounting Records
- Develop and perform a risk-based program to ensure that Banner Financial Information System accounting reconciliations are performed on a monthly basis
 - Develop and coordinate education for universities on the importance of reconciliations to ensure the integrity of the OUS accounting records that form the basis of OUS annual financial statements
- 15% Research and Sponsored Programs
- Provide grant accounting support for the four regional universities and the Chancellor's Office
 - Provide sub-recipient monitoring support for the four regional universities and the Chancellor's Office.
 - Keep up to date with changes to OMB circulars and communicate changes to four regional universities
 - Reviews grant fiscal reports to ensure accuracy with accounting records for Chancellor's Office and four regional universities upon request.
 - Gather responses from the institutions for the State on audit findings
 - Coordinate the sub-recipient monitoring required by the Department of Administrative Services
 - Oversee the OMB Circular A-133 audit
 - Represent Chancellor's Office and four regional campuses at quarterly Oregon Research Universities Network meetings
 - Assist with American Recovery and Reinvestment Act Section 1512 quarterly reporting
- 10% Implementation of GASB Standards
- Research and analyze selected GASB Standards and compare to current accounting policies
 - Develop implementation plans and timetables for selected GASB accounting and financial reporting standards
- 10% Perform Accounting Tasks within Accounting and Financial Reporting
- Using accounting data from the seven universities and the Chancellor's Office, create complex accounting schedules that are used for annual financial statement disclosures, management reporting, and documentation of compliance with OUS policies. Specific examples include but are not limited to:
 - Annual SEFA report
 - Annual budgetary to actual report required by State Accounting and Reporting

- 15% Develop and Maintain Written Fiscal Policies and Procedures
 - Develop draft OUS fiscal accounting and financial reporting policies through obtaining a comprehensive understanding of applicable accounting theory, GAAP, and GASB standards
 - Develop draft OUS fiscal research and sponsored programs policies through obtaining a comprehensive understanding of OMB Circular A-21, OMB Circular A-110, and OMB Circular A-133
 - Research complex accounting issues and draft policy alternatives to address those issues. This would involve contact with university accountants and administrators.
 - Maintain records of suggested additions and revisions to written accounting policies and procedures.
 - Coordinate steps needed to finalize written accounting policies and procedures.
 - Annual review of OUS fiscal policies for accounting and reporting and research and sponsored programs

- 10% Accounting functions related to Hyperion Applications
 - Serve as back-up administrator to the Hyperion Financial Management (HFM) reporting application.
 - Provide back-up to the monthly loading of accounting data to Hyperion.
 - Ensure that the Hyperion accounting system and all annual financial statements agree to the source accounting data in Banner FIS.

- 10% Assist in Updating and Maintaining the OUS System-Wide Baseline Chart of Accounts
 - Process new baseline elements in the Chart of Accounts:
 - Perform Chart of Accounts updates and maintenance to the Banner FIS systems of the seven OUS universities and the Chancellor's Office;
 - Retain records of the Chart of Accounts updates and maintenance;
 - Identify and report institution violations of OUS Banner baseline and suggest corrective action.
 - Update and maintain baseline chart of accounts definitions

- 5% Coordinate Systemwide Reporting for Liquidated and Delinquent Accounts Receivable
 - Represent OUS at monthly and special meetings of the DAS statewide Accounts Receivable Core Committee (ARCC). Keep OUS management and institutional personnel apprised of issues.
 - Work with institutional coordinators, Controller's Division staff, and DAS, on annual systemwide reporting of liquidated and delinquent accounts receivable
 - Coordinate renewal of request from DAS for exemption from 90 day turn-over requirement (usually every 2 years)

- 10% Assists with special projects and other duties as needed.

Number of employees supervised:

% of time spent in supervision

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Unclassified	0
Classified	0
Student	0

EXPERIENCE AND EDUCATION REQUIRED (MINIMUM QUALIFICATIONS)

- Bachelor's degree in accounting or related field or equivalent work experience.
- Three years of diversified accounting experience.
- Experience in project management.

SPECIAL (PREFERRED) QUALIFICATIONS

- Three years of diversified accounting experience in a college and university environment.

- Knowledge of SCT Corporation's Banner software is strongly preferred as a hands-on user. This includes a solid understanding of the software's design and its underlying rule and validation tables.
- Knowledge of accounting policies, procedures, practices, and operations in a government/university environment.
- Understanding of OMB Circular A-21, OMB Circular A-110, and OMB Circular A-133 strongly preferred
- Experience in writing SQL scripts is strongly preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work with minimal supervision and direction, to meet deadlines, and to maintain a positive attitude while working under pressure.
- Ability to work with extensive and complex databases, experience with Hyperion Financial Management preferred
- Advanced problem solving abilities. Demonstrated skill in analyzing needs, designing and implementing solutions as well as examining and interpreting data, and writing narrative to accompany data.
- Ability to communicate information and ideas clearly and effectively, both orally and in writing.
- Ability to work effectively with management and staff.
- Demonstrated ability to work both as a team member and independently.
- Ability to use a variety of computer software and information technology tools. Software includes, but is not limited to MS Word, MS Excel, BI Query, etc.

WORKING CONDITIONS

Based on criteria under OAR 580-23-0010, it has been determined that this position is a critical or security sensitive position that requires a criminal background check.

This position is located in the Chancellor's Office Corvallis Site. In-state travel is periodically required.