Administrator Position Description

Human Resource Office Use Only	
Approved Job Family	**Effective Date**
Overtime Eligible YES NO	**FLSA Test Date**

Employee		**Supervisor** Sara Reuter	
Department Business Office	**Working Title** Accounting Manager	**HRIS Position Number** TBD	**Supervisor Title** Director of Business Affairs
Complete contract dates only if other than a 12 month position			
Annual Contract Begin Date July 1		**Annual Contract End Date** June 30	

A. POSITION SUMMARY

Briefly describe the role of the position within the department and college.

In Accordance with GAAP (Generally Accepted Accounting Principles) and GASB (Governmental Accounting Standard Board), the Accounting Manager plans, directs, and executes the fiscal accounting functions of the institution including accounts receivable, accounts payable, cash management, grant billing, and financial reporting. The Accounting Manager is responsible for the processing and reporting of all financial transactions for the institution and manages general accounting, reporting to the Director of Business Affairs for business needs of OIT, and acts as the Director of Business Affairs in the absence of the Director.

In addition, this position provides financial analysis and monitoring of specialized accounting areas including, but not limited to: auxiliaries, grants and contracts, debt service, capital projects.

B. REQUIRED DEGREES, LICENSES, CERTIFICATES, CREDENTIALS

1. Minimum education level required and the number of years of relevant experience required for the duties of this position.

Bachelor's degree in Accounting or related field with five years of high level accounting experience, or CPA with relevant experience.

2. List any licenses, certificates, degrees or credentials required by Federal or State Law or college requirements to perform the duties assigned to this position.

C. SUPERVISORY RESPONSIBILITY

Positions Supervised	**Direct Supervision**		**Indirect Supervision**	
	Number of Employees	FTE	Number of Employees	FTE
1.Faculty				
2.Classified Staff	2	2	3	3
3.Unclassified Staff	3	3		

4.Students / Others				

Coordinating Responsibility

D. ORGANIZATIONAL RELATIONSHIPS

1. Degree of Direction Received: (e.g., close supervision, moderately high level of supervision, moderate supervision, minimal supervision)

Minimal supervision

2. Decision-making Authority: Extent of authority for making decisions, recommendations, and commitments that would obligate

a)own time and resources

Full

b)departmental resources

Make decisions, recommendations, and commitments and Cashier's department resources. Collaborate with Director of Business Affairs on general Business Office recommendations and commitments.

c)institutional resources

Set up unexpended plant funds, timely collection of outstanding grant receivables, efficient use of supervised employees' time, and schedule trainings.

What kinds of decisions will the incumbent be expected to make?

Business Affairs

• Does this action meet with policy.
• Staff the Cashier's office at the beginning of each term.
• Evaluate non-standard campus requests.
• Answer accounting and reporting related questions.
• Assist in hiring new employees.
• Assist in evaluating employee performance.
• Coordinate work schedules.
• Outline employee duties.
• Allocate duties and responsibilities.

3. Budget Authority: Indicate the level of responsibility of the incumbent for development, direction and control of budget. Indicate size of budget.

	Delegated authority to develop and monitor*	$
	Develops, monitors* and controls*	$
X	Limited approval authority for purchase	$ 5,000
	Purchase only with higher level OK	$

*To monitor means to review and approve expenses. Control means to authorize budget transfers at department level.

E. PURPOSE AND NATURE OF WORK RELATIONSHIPS

PERSON(S)/POSITION/ AGENCY (e.g., student, staff, faculty, general public, Chancellor's Office)	**PURPOSE** (e.g., giving or securing information, explaining policies or operations, solving problems, etc.)	**HOW OFTEN**
Staff, faculty	Giving or securing information, explaining policies or operations, problem solving, training.	Daily
OUS Chancellor's Office	Giving or securing information, solving problems, providing input about changing method of operations, reporting requirements	Monthly
General Public	Giving or securing information, problem solving, grant invoicing	Monthly
External auditors	Coordinating external audits, arranging room and equipment needs, ensuring availability of staff, serving as primary point person during audit.	Semi-annually

F. JOB FUNCTIONS

REFERENCE ID	**JOB FUNCTIONS**	**FREQUENCY**	**ANNUAL PERCENT OF TIME**
1.1	Ensure accuracy and applicability of entries into the Banner Financial Information System. (FIS) 1. Approve campus invoices for amounts over $5,000 (or subsequent approval threshold). Verify that: • Purchase Order, lease loan agreement or other payment contract has been cited. • Index and account codes are correct for the expenditure. 2. Review and approve campus journal vouchers to verify that: • Transaction date is in the correct accounting period. • Text explains the entries being made. • Index codes and account numbers are correct for the entries being made and the stated purpose. • Use of debits and credits is correct.	Daily	

1.2	Maintain integrity of current accounting period and yearly information.
	• Set up individual fiscal years and related accounting periods.
	• Direct the monthly and annual closing of the books.
	• Ensure that all entries intended to be in current period have been approved.
	• Prevent inclusion of entries for other than current period or year.
	• Adhere to Controller's Division Closing of the Books Instructions and Deadlines
	  • Prepare information required to create financial statements and related notes.
	  • Prepare information external auditors will be reviewing as part of their audit of financial statements.
	  • Complete tasks necessary to close the books through period 14.
	  • Generate various reconciliations and reports to comply with specific requirements.
		As Needed	

1.3	Grant and Contract Accounting - perform or delegate and supervise: • Work with Principal Investigators (PIs) and Project Directors during application stage to ensure submitted budgets include appropriate F&A rate and OPE calculations as well as meet both granting agency requirements and OIT accounting requirements. • For each new grant and contract award establish grant code, fund code, and index in the Banner system; post grant/contract budget • For reimbursable grants, bill funding agency or direct the draw of funds for agencies using electronic systems, monitor receipt of reimbursements. • Maintain master electronic file of active grants, noting grant terms and dates of required reporting; maintain "audit proof" physical grant files, ensuring completeness of documentation: proposals, official award notifications, extensions, invoices, payment receipts, correspondence, etc. • File government required reports.	As Needed	

1.4	Prepare Journal Vouchers to: • Distribute various Oregon University System assessments charged to OIT. • Liquidate old purchase orders and encumbrances not closed when invoiced against or otherwise still open at year end. • Distribute student incidental fees according to budget and current fees collected. • Adjust entries to bring OIT into agreement with policy and regulating agencies. • Correct errors and adjustments brought to light when reconciliation and reporting procedures have been completed. • Set up as capital assets additional real property purchased or constructed.	As Needed	
1.5	Use BIQuery reports (or other analytical tools) to substantiate: • Expenditures and OIT match requirements of various grants, as required. • Provision of detail for invoices. • Basis for allocation of various assessments from the Oregon University System. • Explanation of various financial management requests. • Other reports as requested.	As Needed	
1.6	Supervise AR Manager. AR Manager Oversight Cashier's office. Cashier's office receives, records, and accounts for all moneys received by OIT. • Evaluate employee performance. • Outline and assign employee duties. • Coordinate work schedules. • Problem resolution. • Discipline employees. • Recommend termination.	Daily	

1.7	Capital Projects and Debt Service:
	• Request plant funds to be set up by OUS; notify OUS of funds to be closed.
	• Analyze and monitor plant funds, including construction projects.
	• Analyze and track debt service obligations, including:
	  • perform required accounting entries such as year-end SELP loan updates.
	  • request reimbursements from OUS for COPS funded projects.
	• Develop and provide regular management reports for capital projects and debt service including comprehensive project reports for those projects funded by multiple funding sources.
		As Needed	

1.8	Auxiliary Services • Analyze and monitor financial activities of auxiliary services (Bookstore, Residence Hall, Food Service, College Union, Student Activities, Athletics, Student Health Service, Parking). • Develop and provide management reports to auxiliary directors as well as to the Vice President for Finance and Administration; these may include income statements, balance sheets, trend analysis, cash flow forecasting, breakeven analysis, producting pricing, etc. • Serve in a business consultant role by reviewing and making recommendations regarding auxiliary operating procedures as they relate to proper accounting and prudent financial management. • Perform regular audits to ensure processes conform to university policies and GASB standards, that transactions are correctly coded and posted in timely manner. • Review and develop methodologies for calculating auxiliary assessments.	As Needed	
1.9	Other • Keep Director of Business Affairs advised with regard to changes in accounting procedures, systems development, and office procedures and ongoing accounting conditions. • Prepare reports and responses as required by management. • Work with internal and external auditors during routine and specialized audits. • Supervise the printing of accounts payable checks due to need for separation of duties, delegate and use compensatory controls in accordance with Oregon State Treasury Policies and Procedures requiring: 1. Maintain security of blank check stock in locked storage area. 2. Record blank check stock usage and account for all checks written. 3. Deface and retain all voided checks. 4. Authorize replacement of lost or destroyed checks. 5. Physical control of check signing equipment and software. • Remain competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development seminars, and attending training and/or classes as directed by the supervisor. • Contribute to the overall success of the department by performing all other duties and responsibilities as assigned, maintaining high levels of accuracy, maintaining a professional demeanor and appropriate levels of confidentiality, and providing excellent customer service.	As Needed	
2.0	Supervise Payroll Manager. Payroll manager is responsible for ensuring integrity of employee records, monthly payroll check accuracy, supervison of payroll clerk, reconciliation of payroll accounts.	As Needed	

G. SKILLS KNOWLEDGE AND ABILITIES

Describe the skills, knowledge, and abilities which are essential for successful performance of this position. List them in descending order of importance.
Next, indicate the function(s) for which each skill, knowledge and ability is required.

JOB FUNCTION REFERENCE	SKILLS, KNOWLEDGE AND ABILITIES
All	• Supervision experience, accounts payable and accounts receivable experience. • Knowledge and understanding of fund accounting • Knowledge and understanding of financial reporting • Knowledge and understanding of accrual based accounting versus cash basis • Experience in directing, managing, and accurately reconciling budgets and general ledgers • Experience working with grants and reading contracts, including interpreting regulations • Proficient experience using a variety of accounting/financial management software programs, as well as, general desktop applications. • Ability to work under pressure, effectively plan the workload, and meet daily deadlines using independent judgment, accuracy and speed. • Ability to manage an audit and ensure compliance with federal and state laws and regulations. • Ability to be discreet and handle highly sensitive and confidential information in a responsible manner. • Ability to work periodic nights, weekends, and travel out-of-town to perform duties .

H. PHYSICAL CHARACTERISTICS/WORK ENVIRONMENT

Only when applicable, please describe the physical characteristics or adverse/hazardous conditions of the essential job functions to be performed.

JOB FUNCTION REFERENCE	PHYSICAL CHARACTERISTICS
All	Ability to carry out duties in a professional, proficient and expedient manner in an environment that is fast-paced, has changing priorities, and at times may be stressful.

I. ADDITIONAL JOB-RELATED INFORMATION

Please include information on creativity or innovation required for successful completion of job responsibilities and any other comments that would add to an understanding of this position.

This position requires a self-starter with the flexibility to adjust to changing priorities and increased expectations on the level of performance by the Oregon Institute of Technology. An ability to work well and closely with individuals, including executive management.