Oregon TECH

Classified Employee Position Description

SECTION 1. POSITION INFORMATION

a. Class No./Title: 0201 - Accounting Technician	**b. Competency Level:**
c. Effective Date 7/1/2013	**d. Position No:** H99940-Athletics
e. Working Title: Accounting Technician	**f. Work Unit:** Athletics
g. Agency No.: 58018	**h. Agency Name:** Oregon Institute of Technology
i. Employee:	**Supervisor:** Michael Schell
j. Work Location: Klamath Falls - Fitness Center	
k. Position : Full Time Permanent Regular Hours	
l. FLSA: Non-Exempt	**Eligible for Overtime:** Yes

SECTION 2. PROGRAMMING INFORMATION

a. Describe the program in which this job exists. Include program purpose, who is affected and scope. Include relationship to institutional mission.

The purpose of this program is to serve OIT by recruiting and assisting with the retention of students by providing recreational activities.

b. Describe the purpose of this position and how it functions within this program by completing this statement:

The purpose of this position is to provide accounting, financial, clerical and documentation support to bring continuity to the Athletics Department. This position will function as a support person for projects related to the general operation of the Athletics, Recreation and Fitness Center.

SECTION 3. DUTIES

a. Major Duties

(30%) Provide support for travel- Assist staff in preparing for individual or team travel to ensure approval, request meal money, ensure required documentation items are ready for travel. Upon an individual or teams return gather required receipts and documentation and prepare a travel reimbursement request. Seek appropriate authorization signatures and file as appropriate for the type of travel.

(20%) Invoicing, Accounts receivable & sales accounting-- Prepare Invoices for sales items such as advertising or tickets, track receivables, deposit receipts, reconcile change and cash boxes, Prepare and process online sales through CASHnet, etc.

(10%) Procurement card use and reconciliation- Issue and Document the use of all travel related procurement cards. Reconcile the statements for those cards with the submitted receipts.

(10%) Payroll coordinator- Work with new hires (staff or student) to ensure the hire process is completed and that they know the appropriate information related to time or leave submission. Gather time cards and or leave time and enter that data in Banner. Seek authorizations or approval and submits as appropriate.

(5%) Auditing and Documentation/Archiving- Each item of the job will require a level of auditing to ensure that the appropriate documentation is in place to support the transaction. This documentation must be archived based on guidelines.

(5%) Transportation accounting & support- Account for the mileage of Athletics owned transportation, enter the appropriate Journal Vouchers to distribute charges based on use. Assist with the reservation of transportation when athletics owned transportation is not enough to facilitate trips.

(5%) Contracting/Purchasing- Will coordinate all office supply purchases. In addition, will support staff in approval for and procurement of general operating items like uniforms and supplies. Will enter Purchase orders in banner and/or work with the contracting and purchasing office.

(5%) Camp accounting- Will facilitate tracking of all summer camps and ensure documentation, participant tracking, financial tracking is in place.

(5%) Generating reports- financial, budget, camps, etc.
auditing, financial and other reporting, and budget reports and development.- Will provide staff that oversee programs a regular update on the financial status of those programs, provide athletic administration with updated department reports, assist with budget reports and development. Gather data and assist with the equality in athletics report and assist with reporting as needed to meet requests from OUS.

b. Marginal Duties

(5%) Office reception and clerical support- Serve as first line reception for those seeking information or to meet with staff. Assist with clerical support of programs and work with students on these items.

SECTION 4. WORKING CONDITIONS

Describe special working conditions, if any, that is a regular part of the job. Include frequency of exposure to these conditions.

Athletics is a fast paced and always changing environment with activities that occur almost every week. The person in this position may be asked to adjust schedule in support of these activities.

SECTION 5. GUIDELINES

a. List any established guidelines used to perform the job, such as state and federal laws or regulations, policies, manuals or desk procedures.

Athletics, OIT and OUS Policies, procedures, guidelines and manuals

b. How are these guidelines used to perform the job?

Accounting, auditing and documentation to be done in accordance with OIT and OUS policy or guidelines.

SECTION 6. WORK CONTACTS

With whom outside of co-workers in this work unit must this position regularly come into contact?

Who Contacted	How	Purpose	How Often

Athletics Staff	In Person, Phone & email	Will work in support of Athletic Department function and interact with Coaching and Administrative staff to process and document transactions like travel, tickets, payroll, etc.	Daily
Students	In Person, Phone & email	Works with students primarily for payroll. Will also work with student workers in support of receptionist and clerical duties. May also assist students related to their participation in athletics, club or intramural sports. Provide general direction to students using the fitness center or seeking consult with athletics staff.	Daily
Public	In Person, Phone & email	Primary contact with the public will be related to ticket sales, camp sign up and sales, fitness center use, etc. May also have contact with the public related to persons seeking to meet with other athletics staff.	Daily
Business Office	Phone and email	Will work with the Business Office to ensure the proper submission and documentation of financial transactions such as invoices, travel, journal vouchers, procurement cards and payroll.	Daily

SECTION 7. JOB-RELATED DECISION MAKING

Describe the kinds of decisions likely to be made by this position. Indicate the affect of these decisions where possible.

Decisions related to what level of documentation is appropriate and or what fund should be charged in financial transactions.

SECTION 8. REVIEW OF WORK

Who reviews the work of this position? (List classification title and position number.) How? How often? Purpose of the review?

Michael Schell, Athletic Director, Unclassified Administrator. Annual evaluations with other reviews as needed.

Thomas Loney, Associate Athletic Director, Unclassified Administrator will assist in supervision and reviews as needed.

SECTION 9. ADDITIONAL JOB-RELATED INFORMATION

Any other comments that would add to the understanding of this position:

This position will primarily work from 7 AM to 4 PM Monday through Friday with a lunch break from 11AM to 12 PM. Hours may be adjusted for a particular event or events. Vacation, personal or other planned leave time will not be granted during the week leading up the the annual booster auction, the week prior to the first regular season basketball games, the period when OIT may host post season basketball contests and the period surrounding the closing of the fiscal year. Specific dates will be outlined on an annual basis.