

## SECTION 1. POSITION INFORMATION

<b>a. Class No./Title:</b> 1203 - Accountant 2	<b>b. Competency Level:</b> 1
<b>c. Effective Date</b> 4/1/2015	<b>d. Position No:</b> H99806
<b>e. Working Title:</b> Accountant	<b>f. Work Unit:</b> University Advancement
<b>g. Agency No.:</b> 58018	<b>h. Agency Name:</b> Oregon Tech
<b>i. Employee:</b>	<b>Supervisor:</b> Tracy Ricketts
<b>j. Work Location:</b> Klamath Falls, Klamath County	
<b>k. Position :</b> Full Time Permanent Regular Hours	
<b>l. FLSA:</b> Non-Exempt	<b>Eligible for Overtime:</b> No

## 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.**

University Development and the Oregon Tech Foundation build positive relationships between the Oregon Institute of Technology and alumni, friends, corporate and foundation leaders, and the general public through contemporary institutional advancement practices and high ethical standards. University Development includes a staff of professionals that also serve the Oregon Tech Foundation. The Oregon Tech Foundation (OTF) is an independent charitable corporation that exists for the sole purpose of assisting Oregon Institute of Technology in fulfilling its mission.

Both entities focus on major gifts, planned gifts, endowed scholarships, alumni relations, corporate relations, annual giving, athletic development, development research, and advancement services.

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

The Accountant is responsible for the accuracy of the general ledger in the financial accounting information systems and the reporting of such information to internal and external constituents for the Oregon Tech Foundation. This position is critical for transparency and accountability with donors, compliance organizations, board of directors, and the Oregon Tech community.

## SECTION 3. DUTIES

## **a. Major Duties**

Financial Reporting (25%) - This position will prepare financial reports for a variety of constituents. Reports to generate include monthly budget variance reports for each program area, financial and fundraising dashboards for the board of directors, financial reports for grant applications and follow-up reporting, donor reports (such as endowed reports), and reports in compliance of loan agreements.

Budget Preparation, Monitoring, and Reporting (25%) - To prepare for the budget this position must understand the various ways revenue and expenses are generated and how to forecast into the upcoming year. An historical analysis, along with projections, are used to build the budget and make recommendations to management. After the budget is approved and implemented this position is responsible for monitoring the budget and providing variance reports to multiple users.

Performing Financial Processes (20%) - On a regular basis, this position will perform financial processes and transactions that include, but are not limited to, p-card transactions and custodial duties, accounts payable processes, payroll processing, journal entry preparation and review, records and archive management, event tracking, allocations of earnings to endowed funds, and performing correcting entries.

Reconciling General Ledger Accounts (10%) - On a routine basis, this position will reconcile and/or review reconciliations on all balance sheet and selected income statement accounts in the general ledger. This also includes reconciling the donor database with the financial database and the final year-end schedules in preparation of the annual audit. Ultimately, this position ensures that account balances are accurate.

Training and reviewing work of student worker, interns, etc. (10%) - This position works with a student to train them to process accounts payable, bank and general ledger reconciliations, research issues, and to develop financial reports. After the student is trained the accountant reviews the work being performed for accuracy.

Special Projects (5%)

## **b. Marginal Duties**

Marginal Duties (5%)

Serve on the Foundation Finance Committee - This position will be the staff liaison between University Development and the finance committee of the Oregon Tech Foundation. This position will set-up meetings, provide financial information, and engage in discussions with the directors of the finance committee.

This position will be expected to assist in other areas of the department as needed. This may include working nights or weekends to assist with hosting events.

Other duties as assigned by University Development.

## **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.**

## **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.**

This position will be required to have knowledge and the ability to apply the following guidelines and standards in performing their job duties: GAAP and other accounting standards and practices, OARs as applied to university-

related foundations, CASE standards for gift reporting, laws applying to nonprofit corporations, and Oregon Tech Foundation policies and procedures.

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

Oregon Tech Foundation: Guidelines are used to ensure financial transactions and reports are reliable, consistent, and presented within industry guidelines and standards. Failure to operate within certain laws and guidelines could jeopardize the tax-exempt status of the Foundation.

**SECTION 6. WORK CONTACTS**

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

<b>Who Contacted</b>	<b>How</b>	<b>Purpose</b>	<b>How Often</b>
OIT Personnel	Via email, phone, or written communication	To provide information about the Foundation policies, practices, and use of funds, as well as, enforcing policies.	Regularly
Oregon Tech Foundation Directors	Via email, phone, or written communication	To provide financial information for analysis and decision making by the finance committee and the board of directors as a whole.	Weekly/Monhtly
Oregon Institute of Technology	Via email, phone, or written communication	To provide financial information for inclusion as a component unit in the annual OIT financials. Missing the deadline can delay issuance of OIT financial statements. Participate in targeted audits by OIT.	Annually
Independent Auditors	Via email, phone, or written communication	To serve as the lead organizational contact for the annual audit. This includes coordinating the audit, providing information about the financial transactions and processes of the Oregon Tech Foundation, and taking corrective action when necessary. The audit fieldwork takes place over the course of a week once a year.	Annually
Vendors and Consultants	Via email, phone, or written communication	To ensure services or goods will be delivered in a timely manner, to investigate variances, to coordinate payment of invoices, to retrieve W-9s, or to perform certain duties of the Accountants position.	As Needed

**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.**

This position will make decisions regarding the validity of the data entered into the system and take corrective action as needed within in their purview, to make decisions about the structure of the information stored in the database, and to make decisons regarding reporting formats.

**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?**

This position is reviewed by the Executive Director. Feedback is given on a regular basis as to the quality, quantity, and type of work. An annual performance review will be given by the Executive Director.

**SECTION 9. ADDITIONAL JOB-RELATED INFORMATION**

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

The person hired for this position must be an analytical thinker with strong and innovative problem solving skills. An ability to work independently while actively participating in a team atmosphere is critical to the department's success.