



Travel Information Council

Accounting Technician Salem

OPENING DATE/TIME: 06/24/19

CLOSING DATE/TIME: 07/19/19 at 4:00 p.m.

SALARY: \$18.88 - \$29.58 per hour (\$3,272 - \$5,127 per month)

JOB TYPE: Permanent

LOCATION: Salem, Oregon

AGENCY: Travel Information Council

This posting is for one (1) full-time position in our Salem office.

Applicants WILL NOT BE CONSIDERED unless the “How to Apply” instructions below are followed.

ABOUT THE AGENCY: TIC is a semi-independent state agency overseen by a council composed of eight appointees of the Governor and one member of the Oregon Transportation Commission. Its mission is to create a great visitor experience by providing direction to destinations, connecting travelers with Oregon's resources, and ensuring safe and convenient travel. The agency has approximately 60 FTE in the central office and rest areas statewide. If you would like more information about TIC, go to:

www.oregontic.com.

WHAT'S IN IT FOR YOU:

- Comprehensive medical, dental, and vision plans for the employee and qualified family members, including \$5,000 in employee basic life insurance.
- Paid sick leave, vacation, personal leave and 10 paid holidays per year.
- Membership in the Public Employees Retirement System (PERS)/Oregon Public Service Retirement Plan (OPSRP). Upon eligibility to participate, employees pay 6% through payroll deduction each month.

DUTIES & RESPONSIBILITIES:

The Accounting Technician maintains specialized accounting record systems including entering accounts payable, printing checks, resolving errors, balancing accounts and records, and preparing closing entries. Additionally, this position serves as backup for the payroll position.

CHARACTERISTIC DUTIES

The duties listed below are not inclusive but characteristic of the type and level of work to be expected.

1. Financial Transactions

Communicates and coordinates accounting policies, practices and procedures with agency departments, vendors or the public. Understands and monitors proper use of restricted highway funds, other funds, and capital funds. Reviews accounts payable invoices to determine completeness, accuracy, consistency, proper authorizations, and account coding, including project tracking when applicable. Maintains essential files and records.

2. Accounting Records

Enters accounts payable invoices into the accounting system (SAP B1) and generates checks to vendors on a weekly basis; processes travel and other reimbursements. Prepares monthly journal entries and reconciles the respective accounts. Examines for accuracy, propriety and reasonableness of expenditures, inventory and other financial information having interrelated accounts. Produces annual 1099-MISC forms to qualifying vendors.

3. Reporting

Compiles and collects data from standard sources for inclusion in the agency budget, financial reports or special requests for information. Participates in the annual agreed upon procedures conducted by an outside accounting firm.

4. Internal Activities

Helps staff research issues or problems relating to financial transactions and accounting records or reporting. Applies thorough understanding of the operation of accounting systems, policies and procedures. Explains application of governing regulations to employees and managers. Responds to employee questions about vendor payments processed through the accounting system.

5. Miscellaneous

Serves as backup for the payroll position; maintains a high level of confidentiality. Cross-trains with payroll position duties. This position has regular telephone or in person contact with employees of other units, other agencies or vendors to exchange factual information, clarify information, or resolve discrepancies. Other duties may be assigned by management to meet business needs.

MINIMUM QUALIFICATIONS:

To be considered for this position you must meet the following minimum qualifications:

- Two years of technical support accounting experience including coding transactions and checking them for propriety; OR
- 12 quarter (9 semester) hours in accounting from an accredited college, university, or vocational-technical school. **To receive credit for required courses, submit a copy of transcripts.**

Training or experience must include Microsoft Excel, operating a ten-key calculator by touch, and using a computer to enter, update, or retrieve information.

Experience processing payroll is preferred.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Basic knowledge of accounting principles, methods, and procedures; computer operations; office procedures, equipment, and machines.
- Skill in operating a computer to enter, update, or retrieve information; operating a calculator or ten-key adding machine.
- Skill in calculating percentages, ratios, discounts, etc.
- Skill in recording, processing, or compiling accounting or monetary information.
- Ability to use established procedures and guidelines to complete work assignments.
- Ability to communicate, either verbally or in writing, to gather or exchange information.
- Skill in instructing others in office or accounting procedures or methods.
- Skill in tracking errors and resolving discrepancies in accounting records.
- Ability to work in a group to resolve problems and complete projects.
- Ability to follow verbal or written instructions.
- Ability to maintain confidentiality.

HOW TO APPLY & ADDITIONAL INFORMATION:

In an attachment by email to hr@oregontic.com, submit a resume that includes dates, locations and job duties of your current and prior employment; answers to the supplemental questions; and a detailed cover letter. The resume must include work experience that supports how you meet the minimum qualifications and supports the answers you gave to the supplemental questions. The cover letter should clearly state how you meet the minimum qualifications and requested skills listed for this position.

Veterans' Preference: Eligible veterans who meet the qualifications will be given veterans' preference. To receive preference, attach appropriate documentation as outlined by the Department of Administrative Services at the following website <http://www.oregon.gov/jobs/Pages/Vet-resources.aspx> or you may call the Oregon Department of Veterans' Affairs at 1-800-692-9666.

All application materials must be received by the closing date and time posted on this announcement to be considered.

Only those candidates who meet the qualifications and with work experience most closely matching the qualifications for this position will be invited to an interview.

Criminal Records Check:

Employment is contingent on the outcome of a criminal records check, which may require fingerprints (FBI). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

Questions?

If you have questions about the recruitment and selection process (e.g., supplemental questions, clarification of job announcement information), please email hr@oregontic.com.

Special Information:

- Unless otherwise required by statute or contract, all TIC employees are employed "at will," which means that your TIC employment may be terminated by the employee or TIC, at any time for any lawful reason, with or without cause, and with or without advance notice. You may also resign your employment with TIC at any time. Any contract establishing an employment relationship with TIC other than "at will" must be in writing, signed by the Executive Director and approved by the Executive Committee of the Travel Information Council.
- No relocation costs will be authorized.
- The compensation on all announcements may change without notice.

**Oregon Travel Information Council is an Equal Opportunity, Affirmative Action Employer
Committed to Workforce Diversity**