



Travel Information Council Finance Administrator

OPENING DATE: 08/15/2022

CLOSING DATE: Apply Now! First screen 8/30/2022, open until filled; may close at any time.

SALARY: \$7,066.12 - \$9,916.64 per month

Note: If successful candidate is PERS qualifying, salary range will reflect additional 6.95%.

JOB TYPE: Permanent, full-time, management service position which is not represented by a union.

LOCATION: Salem, OR (In-Office)

About Us: Travel Information Council; a semi-independent state agency. 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. www.oregontic.com.

HOW TO APPLY: Please email your resume and cover letter to hr.tic@tic.oregon.gov.

- The resume must include work experience that supports how you meet the qualifications for this position.
- A cover letter describing how your background and skills make you an excellent candidate for this position.

The application process is not complete until you have submitted a resume and cover letter. It is important that detailed information regarding education and experience is included in your resume. Until this information is submitted, we are unable to give you consideration for the position.

WHAT'S IN IT FOR YOU:

- Agency provided vehicle, travel to and from worksite.
- Medical, dental, and vision plans for the employee and qualified family members, including \$10,000 in employee basic life insurance.
- Paid sick leave, vacation, personal leave and 11 paid holidays per year.
- Membership in Public Employees Retirement System (PERS)/Oregon Public Service Retirement Plan (OPSRP). Upon eligibility to participate, employees pay 6% through payroll deduction each month.

Travel Information Council is recruiting for a Finance Administrator that promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. As the Finance Administrator, you will be responsible for agency-wide budget development and preparation, and financial reporting; monitors, evaluates and analyzes cash flow, investments, and capital funds. This position works under the general supervision of the Executive Director and supervises work of all Finance Department staff, including planning, assigning, scheduling, and reviewing work.

About the role:

- Directs the day-to-day accounting operations including oversight of accounts payable, payroll, and maintenance of the general ledger; issues year-end 1099's.
- Prepares, analyzes, and presents financial reports in an accurate and timely manner; clearly communicates monthly and annual financial statements to the Finance Committee. Interprets complex financial information and provides updates and information as needed.

- Oversees payroll reports to state and federal partners (including Public Employee's Retirement System, Workers' Compensation, Multiple Worksite Report, and garnishments) and various other partners.
- Leads the annual budgeting and planning process; administers and reviews all financial plans and budgets; monitors progress and changes and produces monthly budget versus actual reports. Prepares budget forecasts for future biennia.
- Monitors, evaluates, and analyzes financial performance, agency cash flow, investments, and capital funds.
- Oversees establishment of major projects to ensure necessary approvals prior to start of work, accounting system set-up, appropriate cost coding, and internal controls to track actual against estimated costs. Provides monthly progress reports to stakeholders.
- Oversees audit functions, coordinates activities with outside audit/accounting firm and reviews firm's performance.
- Oversees annual preparation of agency financial reports to be included with statewide Comprehensive Annual Financial Report (CAFR).
- Develops appropriate investment strategies, oversees their implementation, and monitors performance.
- Oversees capitalization and depreciation of fixed assets, in line with state guidelines and Governmental Accounting Standards Board (GASB) rules.
- Updates and implements all necessary financial policies, procedures, and accounting practices; remains up to date on best practices in finance, business systems and internal control measures, and state and federal law regarding operations. Ensures all financial practices are compliant with GASB and statutory regulations and internal controls are in place to protect agency assets.
- Participates in the hiring process for new staff as needed. Trains and develops staff; plans, assigns, and monitor's work; coaches, counsels, and disciplines staff; communicates job expectations; evaluates performance; and enforces policies and procedures.
- Creates and maintains relationships with service providers and contractors, including banking institutions and accountants.
- Serves as a member of the agency Leadership Team.
- Works with Executive Director, Finance Committee, and individual TIC departments in developing strategies that advance departmental and agency goals and mitigate organizational risks.
- Collaborates with Human Resources to meet the needs of employees; implements merit-based and COLA increases; collaborates with third-party administrator to coordinate benefit coverage start and end dates for individual employees.
- Leads the annual risk report process; collaborates with stakeholders to update and submit report to DAS Risk Management.
- Performs other duties as assigned.

Minimum Qualifications:

- A CPA certificate **and** five additional years of professional accounting experience*; **OR**
- Six years of professional accounting experience*, **AND**
- A Bachelor's Degree in Accounting, **OR**
- any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

*Two years of the experience must be equivalent to a) designing and modifying accounting systems that require frequent changes in requirements to meet specific business objectives; b) consulting with program managers or external organizations; and c) assuring the proper functioning and accountability of fiscal operations.

15 quarter (10 semester) graduate-level accounting credit hours may substitute for one year of the professional accounting experience. Graduate-level courses used to satisfy the educational requirement may not be used to satisfy the experience requirement.

Knowledge of: Financial statements including Balance Sheet, Income Statement and Statement of Cash Flows; principles and practices of budgeting and financial management; public sector accounting and finance processes,

rules, and regulations; functions, processes, theories, and principles of management; and methods used to gather, analyze, and evaluate information.

Skills: Controlling full accounting cycle; designing and implementing a reconciliation process in a computerized environment; use of Microsoft Office Suite® products, including use of Excel for analysis and reconciliation; use of private-sector accounting and payroll systems; verbal and written communication skills.

Ability to: Meet the physical demands of the position; communicate clearly with subordinates, superiors, internal and external stakeholders; mentor staff, define goals and tasks leading to efficient performance at individual and team levels; prioritize projects and meet deadlines; use initiative and creativity in providing customer service and resolving issues; create and analyze complex documents including spreadsheet analysis models; comprehend and communicate complex accounting and financial information; and pass a criminal background check.

Physical Demands of Position: The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

Work is generally performed in an office environment, in meetings and in front of a computer. Frequent operating of office equipment such as computers, keyboards, 10-key, and telephones is required. Occasionally lifts up to 20 pounds. This position requires both verbal and written communication abilities; must be able to read, speak, write, and understand English.

Working Conditions: While performing the duties of this position, the employee is primarily working indoors in an office environment with frequent interruptions. The noise level in the work environment is usually moderate and lighting is adequate. Occasional in-state travel is required to attend trainings or meetings.

Questions? If you have questions about the recruitment and selection process, full copy of the position description including an accommodation request under the Americans with Disabilities Act, please email hr.tic@tic.oregon.gov or call 503.373.1042. We do not offer VISA sponsorships. You will be required to complete the US Department of Homeland Security's I-9 form confirming authorization to work in the United States within three days of hire.

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

Background Check: If you are offered employment, the offer will be contingent upon the positive outcome of prior employment references, driving records and criminal records check. Any criminal or adverse information will be reviewed and could result in the withdrawal of the offer or termination of employment.

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.

The results of this recruitment may be used to fill future vacancies. TIC reserves the right to change, withdraw, close, or re-post job announcements.

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