



**Travel Information Council
Accountant**

OPENING DATE: 9/22/2022

CLOSING DATE: Apply Now! First review 9/30/2022, Open until filled; may close at any time.

SALARY: \$5,634.73 - \$8,790.18 per month

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

JOB TYPE: Full-time, Permanent. Exempt, not eligible for overtime.

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:

- 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 an Accountant that enjoys numbers, is detail oriented, flexible and takes initiative in providing customer service. As the agency Accountant, you will compile and prepare TIC's financial reports in coordination with other accounting staff. This position is responsible for preparing and approving accounting entries, interpreting and implementing accounting rules, regulations, and standards and maintaining accounting structures. You would also provide guidance of TIC accounting process, practices, and procedure to assure adequate compliance and accountability. This position manages the interface with external accounting firm conducting annual agreed upon procedures review required of TIC's financial reporting system. This position works under the general supervision of the Finance Administrator and a function of this position may provide training, review work of others, and provide input for performance reviews.

About the role:

Accounting Functions

- Coordinates, directs, and assigns proper functioning of monthly close.
- Reviews and approves accounting transactions and reconciliations prepared by lower-level professional staff and provides performance input to supervisor.
- Identifies and prepares, or facilitates preparation of, any necessary adjusting entries.

- Ensures compliance with TIC policies.
- Prepares various accounting transactions; reconciles the most complex accounts.
- Makes recommendations for designs or enhancements of agency accounting systems or subsystems to address changes in requirements and meet specific needs or concerns.

Financial Reporting

- Compiles and prepares financial statements, and related notes and disclosures as needed.
- Compiles agency financial information for inclusion in the State of Oregon’s Comprehensive Annual Financial Report (CAFR).
- Analyzes, researches, interprets, and implements various rules, regulations, statutes, and/or standards.
- Prepares a variety of specialized financial reports and schedules related to financial transactions and data.
- Responds to auditors and other external entities’ financial information requests.
- Coordinates with external accounting firm’s required review using “Agreed Upon Procedures”.

Department and Accounting Processes

- Makes recommendations to designs or enhancements of internal accounting controls to safeguard assets and ensure integrity of data and the fiscal system.
- Consults professionally with agency managers and staff to identify accounting processes or needs that provide increased compliance and accountability.
- Provides training to lower-level professional staff regarding various accounting department processes.
- Performs other duties as assigned.

Minimum Qualifications:

- A Bachelor’s degree in accounting or finance AND
- Three years’ experience in accounting or finance, OR
- any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.
- any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

Additional Requirements: The individual in this position must perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; actively engage in and promote a positive work environment; develop good working relationships with agency personnel and with appropriate external partners; identify and resolve problems in a constructive manner; demonstrate openness of constructive feedback and suggestions; and contribute to a positive, respectful, and productive work atmosphere creating a positive, productive environment focused on results. Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.

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.*

Manual dexterity and coordination are required for over half of the daily work period (about 80%) which is spent sitting while operating office equipment such as computers, keyboards, 10-key, and telephones. 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: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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.

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