



POSITION DESCRIPTION

Administrative Services Finance Associate (Accounts Payable)

Finance Associate (Accounts Payable)

EMPLOYEE NAME:

Position Title: Finance Associate (Accounts Payable)

Classification/Salary Range: Finance Associate / GSAM Range 21

Division/Program: Administrative Services / Finance and Budget Department

Reports to: Finance Director

FLSA Status: Exempt, not eligible for overtime

Representation: Not represented by a union

Position Location: Park Place Building, 859 Willamette Street, Eugene, OR, or other locations as needed

Position Purpose

Position Purpose: Performs day-to-day operations in accounts payable. Assists with yearly and monthly AP closing and journal entries. Responsible for proper filing and archiving of AP files. Cross-training in accounts receivable functions. Provides support and schedules as needed.

Note: Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee.

Position Essential Functions

General Statement of Duties

Position Purpose: Performs day-to-day operations in accounts payable. Assists with yearly and monthly AP closing and journal entries. Responsible for proper filing and archiving of AP files. Cross-training in accounts receivable functions. Provides support and schedules as needed.

Essential Job Functions

Ability to perform general accounting duties with direct experience with: accounts payable and accounts receivable.

Assists with preparation of journal entries to ensure financial processes and content are in compliance to Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB).

Assists with the month-end and year-end close processes, including preparing and processing a variety of journal entries.

Helps compile and prepare external audit requests, as needed.

Follows procedures and policies, and adheres to all standards and guidelines.

Supervision Received

Work is performed under applicable policies, guidelines, and appropriate financial, accounting, and budget professional standards. Work performance is evaluated through periodic conferences and reports and through the accuracy and timeliness of financial processes, records, reports, and services provided.

Resource Responsibility

Position makes decisions or recommendations with oversight from finance management for reasonableness with actions. Decisions made within policy and procedure guidelines and in compliance to and consistent with generally accepted accounting practices, Oregon budget law, federal and state regulations, and laws.

Working Conditions

The work is performed primarily indoors requiring hand/eye coordination in the operation of business machines. Work may involve occasional lifting of objects weighing 15 to 25 pounds.

Other Duties of Position

Demonstrates exemplary customer service including establishing and maintaining good working relationships with fellow workers and other customers.

Provides back-up support to other positions in the office in case of absence or work overload.

Performs other duties as assigned.

Commitment to working effectively with clients and colleagues from diverse backgrounds, in support of an inclusive and respectful environment.

Regular and on-time attendance.

Minimum Qualifications

Degree in Accounting is desired, but not required. Minimum of 3-5 years of progressively responsible finance or accounting experience. Any combination of education and experience that provides the applicant with the skills, knowledge, and abilities required to perform the essential functions of the position, can be substituted for these requirements.

Knowledge, Skills & Abilities

Ability to handle and prioritize multiple tasks and meet all deadlines for assigned workload and workload of the direct reports.

Knowledge of governmental fund accounting, internal control, and compliance with federal and state grants.

Ability to use advanced Microsoft Excel tools to analyze data.

Excellent problem-solving skills with a high level of attention to detail.

Knowledge of governmental budgeting.

Ability to apply established procedures and guidelines for the preparation of required reports.

Ability to design procedures to streamline fiscal processes.

Ability to handle confidentiality and exercise high level of discretion.

Ability to communicate effectively with other employees and the public using tact, courtesy, and good judgment.

Ability to understand and execute oral and written instructions, policies, and procedures.

Commitment to working effectively with clients and colleagues from diverse backgrounds, in support of an inclusive and respectful environment.

Signatures

Employee signature and
date _____

Manager signature and
date _____

Human Resources signature and
date _____

4/22

2/24

3/24