

Employment Opportunities

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www.oregonmetro.gov/jobs



Metro | *Metropolitan Exposition Recreation Commission*

Accountant

MERC Administration

Internal and FOTA recruitment

Status:	One full-time position
Work location:	Metropolitan Exposition and Recreation Commission (MERC) Administration Offices located in the Oregon Convention Center 777 NE Martin Luther King Jr. Blvd, Portland, OR
Salary range:	\$38,000 - \$53,200 annually This position is not represented and is exempt
Recruitment number:	MERC-8013-Oct09
Application deadline:	October 29, 2009 (internal) November 5, 2009 (FOTA)

If applicable

*This position participates in MERC's merit-based compensation program.

Internal applicants must be current employees of Metro or MetroERC having regular, regular part-time or temporary employment. Temporary employees employed by Metro or MetroERC must have gone through a competitive selection process for the position currently held. Regular employees must have successfully completed their initial probationary period.

First Opportunity applications will be accepted from residents who live within the First Opportunity Target Area (FOTA) and who meet the qualifying annual household income limit of less than \$25,000 as an individual, or \$40,000 for an entire household, for the past 12 months. If you qualify, please complete the attached Economically Disadvantaged Status Questionnaire. The recruitment process begins with internal applicants who are screened and interviewed. If no internal candidates are selected, then the First Opportunity applicants will be considered.

Please carefully follow application procedures at the end of the announcement.

Position summary

Performs a wide variety of regular and recurring moderately complex accounting functions, applies principles of accounting to analyze financial information and prepare financial reports.

Essential job duties

An employee in this position must be able to perform all of the essential job duties listed below with or without reasonable accommodation; however, this list is not intended to include all of the specific tasks which an employee in this position may be expected to perform.

- Compiles and analyzes financial information to prepare entries to general ledger accounts documenting business transactions.

- Analyzes and reconciles assigned general ledger accounts and prepares corresponding journal entries; performs assigned account reconciliations; analyzes data and identifies all activity in order to make an appropriate determination.
- Performs maintenance of capital assets by reviewing authorization of assets and updating the asset list as needed.
- Analyzes accounts receivable (AR) accounts and aging report to determine appropriateness of finance charges and processes month-end AR statements.
- Reviews and approves journal entries submitted by accounting staff such as cash receipts and ensure corrections to accounts are done on a timely basis.
- Reviews, processes, and assigns applicable account codes for all related invoices; enters vouchers in system for payment and routes vouchers with supporting documentation to management for approval and inclusion in weekly check run.
- Reconciles purchase card monthly statements by reviewing submitted receipts for comparison to monthly statements; corrects account codes accordingly and submits statements for approval.
- May provide leadership and guidance to temporary staff and assist with orientation of new members of the work group.
- Assists with resolving accounting issues/problems.
- Communicates regularly with financial institutions to complete various banking transactions.
- Performs other duties which may be necessary or desirable to support the agency's success.

Minimum requirements

Bachelor's Degree with major course work in accounting, business, or finance, and a minimum of two years of experience in accounting, or an equivalent combination of education, experience and training that would provide the knowledge, skills and abilities required for the successful performance of the essential job duties.

Knowledge, skills and abilities

- Knowledge of Generally Accepted Accounting Principles (GAAP), accounts receivable, accounts payable, financial statements, and auditing methods and standards.
- Knowledge of computerized accounting systems, such as JD Edwards, PeopleSoft, Event Business Management System (EBMS), and various Microsoft applications.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective, cooperative working relationships with those contacted in the course of work.
- Ability to work effectively with information management systems, and adapt quickly to system changes and updates.
- Ability to work various hours, including evenings, weekends, and holidays

Alcohol/Drug: MERC conducts testing for alcohol/prohibited drugs in accordance with MERC Personnel Policies Section 12.9.

Benefits: Metro provides generous health care benefits that vary depending on the plan the employee chooses, bargaining unit affiliation, and employment status. Metro participates in the Public Employees Retirement System (PERS), contributing both the employer and employee portion.

Immigration law notice: Only US citizens and those authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

Equal employment opportunity: All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law. Assistance will be gladly provided upon request for any applicant with sensory or non-sensory disabilities.

Veterans' preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for Metro/MERC positions. If you are a veteran, or disabled veteran, and would like to

be considered for a veteran's preference for the job for which you are applying, check the appropriate box on the Metro application. If an application is not requested as part of the application process, indicate your desire for veteran's preference consideration in your cover letter. **To qualify**, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement: Veterans: Fill out and submit 1) a Metro Veterans' Preference Form and 2) a copy of your DD-214 or DD-215 indicating discharge status. Disabled Veterans: Fill out and submit 1) a Metro Veterans' Preference Form and 2) a copy of your DD-214 or DD-215 indicating discharge status, and 3) your public employment preference letter from the US Department of Veterans' Affairs.

Application procedure

This position opens to internal and FOTA candidates on October 22, 2009.

To apply, submit the following

1. **Resume, including dates of employment**
2. **Cover letter describing your experience as it directly relates to the duties of this position**
3. **Metro Applicant Contact Information form**

Submit your application

Deadline: 5 p.m., October 29, 2009 (internal)
5 p.m., November 5, 2009 (FOTA)

E-mail: jobs@oregonmetro.gov
Please include the word "Application" in the subject line of your e-mail.
Electronic attachments must be in MS Word or PDF format.

Mail or drop off: Metro Human Resources Department
600 NE Grand Ave, Portland, OR 97232

Fax: 503-797-1798

Important notes about your application

- Applications received after the deadline will not be considered.
- The date and time of our e-mail/fax system will be used to determine if application materials are received by 5 p.m. on the deadline.
- Any unsolicited materials will be discarded. All materials submitted become the property of Metro and will not be returned.

Follow-up

After the application deadline, it usually takes about three to four weeks before the hiring manager selects those individuals who will be interviewed. You can find out the status of a position for which you've applied by: (1) calling the job hotline at (503) 797-1777 and listening for the recruitment update prompt; (2) accessing Metro's website at www.oregonmetro.gov/jobs and clicking on the Recruitment Status Updates link. Weekly recruitment status updates will be posted on the job hotline and web site every Friday. When accessing recruitment updates, you will need to know the title of the job for which you applied.

An Equal Opportunity/Affirmative Action Employer