

ANNOUNCEMENT NUMBER: OST18-0019
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OPEN: June 29, 2018
CLOSE: July 13, 2018, at 11:59 PM
LOCATION: Salem, Oregon

Budget and Accounting Manager
\$69,240 - \$107,112 Annually
Depending on Experience

GENERAL INFORMATION

Oregon State Treasury (OST) is recruiting for a Budget and Accounting Manager. This position will be located in our in our Salem, Oregon location. This position will report to the Chief Administrative Officer and lead budget, accounting, and payroll activities for OST.

OST is led by the State Treasurer, a constitutional officer, and statewide elected official. The Treasurer serves as the chief financial officer for the state and is responsible for the prudent financial management of state money. The Treasurer serves a four-year term, and, if re-elected, may hold the position for two terms. The current State Treasurer is Tobias Read, who was sworn into office in January 2017.

OST is an organization with a wide range of financial responsibilities, including (1) managing the state's pension fund, (2) issuing all state debt of approximately 10 billion, (3) serving as the central bank for state agencies processing more than \$250 billion in transactions annually, and 4) a defined contribution program that allows members of the public to invest in 529 savings funds for higher education or disability-related costs and in IRAs for retirement. OST manages the daily investment of nearly \$100 billion in assets, held in a diversified investment portfolio of domestic and international equities, fixed income securities, alternative and opportunistic investments, real estate and cash. Additionally, Treasury also maintains supporting functions including internal auditing, investment operations, legal, compliance, corporate governance, and cybersecurity. The 140+ member OST staff takes great pride in their statewide and national reputation for progressive approaches to service delivery.

What we value...

Integrity---Professionalism---Trust---Innovation---Diversity---Transparency

What you'll be doing...

You will be overseeing the daily operations of accounting, budget execution and payroll functions for Oregon State Treasury. You will work closely with other business units to determine how to best support their operations. You will supervise a staff of employees, each assigned to the various operational areas listed above.

You will work along-side a collaborative and energetic team of central services managers who are responsible for areas such as procurement, facilities, project management, and travel. The entire Administrative Services team includes sixteen staff.

What are we looking for...

Experience with State of Oregon IT systems (including SFMA, the Datamart, PICS, and OSPS)
Experience with the Oregon Accounting Manual and OMB A-87
Experience training new staff in standardized processes
Experience as a supervisor or a lead worker
Experience developing and analyzing processes (both current and new)
Experience with investment, banking and debt management operations
Experience with analytics and automating processes
Possesses the following competencies: ensures accountability, drives results, directs work, customer focused, makes quality decisions, develops talent, nimble thinker
Certified Public Accountant designation is desirable

What we want...

Candidates for this position will have five years of recent (within the last ten years) management experience to include each of the following areas (leadership, budget management, and technical knowledge) OR three years of management or program/project lead experience with a bachelor's degree or higher in Accounting, Finance or a closely related field with at least 30 quarter (20 semester) credit hours in upper (300 or higher) level accounting:

1. **Leadership:** Experience and thorough understanding of accounting, finance, budget and personnel management philosophies, preferably within the financial services industry or related public sector banking/cash management activities. Experience building resiliency into the technical and operational aspects of the team, establishing and maintaining superb customer relationships across multiple divisions and working groups, and providing leadership through organizational maturity efforts. Experience developing processes, procedures and training staff is preferred.
2. **Budget Management:** Experience developing and managing project, program, and/or divisional budgets.
3. **Technical Knowledge:** Extensive knowledge of Governmental Accounting Standards and OMB A-87. Experience with Generally Accepted Accounting Principles (GAAP), the Oregon Accounting Manual (OAM), the Governmental Accounting Standards Board (GASB) Statements, the Oregon State Payroll System (OSPS) process, and Budget and Management (BAM) processes, and Oregon financial applications including R*STARS, ORBITS, PICS, Brio/Hyperion (DataMart Software), etc. is preferred;

HOW TO APPLY and ADDITIONAL INFORMATION

Apply using the State of Oregon on-line recruitment system (link below):

[Budget and Accounting Manager Application](#)

Treasury offers an attractive benefits package that provides contributions toward Public Employee Benefit Board (PEBB) sponsored individual and family health and dental insurance and term life insurance. Other benefits include participation in the Oregon Public Service Retirement Plan (OPSRP), paid holidays and paid vacation, and both sick and personal leave time. Optional benefits include long- and short-term disability and participation in the Oregon Savings Growth Plan (a deferred compensation plan).

PUBLIC SERVICE LOAN FORGIVENESS PROGRAM: If you are employed by a government or not-for-profit organization, you may be able to receive loan forgiveness under the Public Service Loan Forgiveness Program (PSLF). Learn more to see whether you qualify at [PSLF Program](#).

This recruitment will be used for one current vacancy. This position is management service.

Prospective employees are subject to an extensive background check that may include, but not be limited to, validation of all application materials, prior employment and personal references, credit history, driving records, and fingerprint-based state and federal criminal and civil records. Adverse background data may be grounds for immediate disqualification.

Your application materials will be reviewed to determine that you have the education and/or experience required for this position. Notice of results will be sent by e-mail. The timeframe for the notice of results may vary depending on the volume of applications received for this recruitment.

Note: Treasury does not offer visa sponsorships. Within three days of hire, all applicants will be required to complete the US Department of Justice form I-9, confirming authorization to work in the United States.

Treasury is an equal opportunity, affirmative action employer committed to a diverse workforce.