



Jefferson County, Oregon

An Invitation to apply

Accounting and Human Resource Coordinator (1.0 FTE)

\$42,224 to \$58,240 per year DOQ (based upon 40 hours)

First Review Thursday, November 3, 2016 (open until filled)

The Community

Jefferson County (Pop. 22,445) is located in central Oregon in a high desert climate east of Mount Jefferson and Mount Hood. Jefferson County's seven communities: Madras, Metolius, Culver, Warm Springs,



Three Rivers, Camp Sherman and Crooked River Ranch are unique and share a common desire for a vibrant future. Jefferson County's largest city is Madras

(Pop. 6,265) and serves as the County seat and gateway to Central Oregon's vast selection of outdoor recreational opportunities.

Jefferson County's low-humidity climate offers over 300 days of sunshine and only receives 13 inches of precipitation per year. Although the climate is dry, Jefferson County is home to a vast variety of agricultural crops that thrive in dry sunny days and cool evenings.

Abundance of outdoor recreation. The Cove Palisades State park offers over 4,000 acres of surface area for boaters surrounded on both sides by massive basalt rim rock canyon walls. Located within 70 miles of four ski resorts (Timberline, Mt. Hood Meadows, Hoodoo, and Mt. Bachelor) and 30 different golf courses. The local area offers plenty of opportunities for hunting, hiking, fishing, camping and boating.

The community offers a hospital, library, community college branch campus, movie theater (5-plex), drag strip, circle track, skateboard facility, and indoor aquatic center. Madras is located just 30 miles from Redmond which has a regional airport that offers daily departures to Seattle, Portland, Denver, Salt Lake City, Phoenix, Los Angeles, and San Francisco. Only 40 miles to the city of Bend makes it easy access to major shopping, specialized medical care and other amenities.

The County Organization

Jefferson County is a general law county that is governed by three part-time County Commissioners who each serve four-year terms. The commissioners are non-partisan. The County has an elected Assessor, Clerk, District Attorney, Sheriff, Surveyor and Treasurer. Other non-elected major departments (appointed department directors) include: Finance, Public Health, Juvenile Justice, Fair, Public Works, and Adult Probation. Other appointed officials include the County Administrative Officer and County Counsel. The 2016 adopted budget for the County is \$47 million and there are approximately 135 FTEs.



Finance, Tax and Human Resources Department

The department is responsible for administrating finance, tax and human resource needs for County members and employees. Workload fluctuates upon seasonal trends ranging from taxes, audit, and payroll related deadlines. Each member of the Finance, Tax and Human Resource Department team is cross-trained to ensure operations are met. High level of accountability and professionalism is required and expected of each employee within this department.

The Position

The Accounting and Human Resource ("HR") Coordinator is a multi-faceted "hands-on" position which serves as the first point of contact for all entry level Human Resources and Accounting inquiries from operations and the public. This position is responsible for reliably



handling and safe guarding sensitive Human Resources and collective bargaining information. This position works under the general direction of the County Administrative Officer, and under the direct supervision of the Finance Director. The Accounting and HR Coordinator supports and assists in the processing, routing, and tracking of personnel and payroll information, including the maintenance of payroll and human resource files and spreadsheets and the preparation of fiscal reports, collective bargaining financial analysis, budgets, auditing, and internal controls of payroll and revenue activities.



Education/Experience

Requires the equivalent education to completion of a Bachelor’s degree in business or accounting and four years of experience that includes general ledger record keeping and auditing of transactions on automated financial systems. Prior work experience may be substituted for degree. Minimum of two years’ experience preferred in working with public and/or human resources/payroll.



Compensation & Benefits

- \$42,224 to \$58,240 per year (based upon 40 hours) per year DOQ.
- Medical, Vision and Dental Coverage and an employer contribution to a HSA or VEBA (health care) account
- Vacation

- Sick Leave
- 11 Holidays
- Oregon PERS Retirement (employer currently pays the 6%)
- 457 Deferred Comp Plan Available
- Wellness program contribution

We are an Equal Employment Opportunity Employer and comply with Section 504 of the Rehabilitation Act of 1973. We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, and marital or veteran status. A valid Oregon Driver’s license with an acceptable driving record.



How to Apply

For further information, visit www.co.jefferson.or.us and click on Human Resources, Job Opportunities.

The Process (subject to change)

The first review will be on November 3, 2016. The position will remain open until filled. The tentative date for interviews is November 10, 2016. Applicants will be subject to technical testing upon scheduled interviews.

Jefferson County’s Mountain View Scenic Bikeway
[youtube.com/watch?v=tPMvnzvP4T0](https://www.youtube.com/watch?v=tPMvnzvP4T0)
 Grant’s Getaway Tour of Metolius River
[youtube.com/watch?v=ymb8ZtcBZ-w](https://www.youtube.com/watch?v=ymb8ZtcBZ-w)
 Grant’s Getaway Tour of Lake Billy Chinook
[youtube.com/watch?v=qSG2yXdDOLk](https://www.youtube.com/watch?v=qSG2yXdDOLk)
 Erickson Air Museum
[youtube.com/watch?v=53HsXHDhafU](https://www.youtube.com/watch?v=53HsXHDhafU)
 Bend Bulletin’s Tour of Madras HS Track and Stadium
[youtube.com/watch?v=phYjDI-1-XE](https://www.youtube.com/watch?v=phYjDI-1-XE)

Jefferson County

Position Description

Position: Accounting and Human Resource (HR) Coordinator	FLSA: Exempt
Department: General Administration: Finance & Tax & HR	Salary Grade: Grade 22
Classification: Non-Represented	Status: Full Time

Summary

The Accounting and Human Resource (“HR”) Coordinator is a multi-faceted “hands-on” position which serves as the first point of contact for all entry level Human Resources and Accounting inquiries from operations and the public. This position is responsible for reliably handling and safe guarding sensitive Human Resources and collective bargaining information and provides technical assistance to applicants and employees, initiates and prepares personnel paperwork, and manages payroll, cash receipting, accounts receivable, and any other operational fiscal affairs as needed in the Finance and Tax Departments.

Distinguishing Characteristics

This position works under the general direction of the County Administrative Officer, and under the direct supervision of the Finance Director. The Accounting and HR Coordinator supports and assists in the processing, routing, and tracking of personnel and payroll information, including the maintenance of payroll and human resource files and spreadsheets and the preparation of fiscal reports, collective bargaining financial analysis, budgets, auditing, and internal controls of payroll and revenue activities. This position is a backup to the Senior Accountant/Tax Collector and will provide assistance, as required, to the Finance Director or County Administrative Officer.

Essential Duties and Responsibilities

- Greets public and other staff in a courteous and professional manner in person, telephone, email, or via public social media.
- Develops, tracks and manages job announcements and advertising efforts amongst department recruitment efforts.
- Maintains and updates Human Resources webpage.
- Prepares and maintains forms, letters, records, logs and files; in regards to human resources records management and notices required by law.
- Conducts new employee orientation, and assists with retirements and terminations.
- Assists supervisors on employee rights, benefits, personnel policy administration, collective bargaining agreements and recruitment matters.
- Assists in the administration of employee benefit programs, including health, dental, optical, Deferred Compensation, PERS, Cafeteria Plans (H.S.A. & VEBA), sick leave, vacation leave, comp time, FMLA/OFLA leave, Workers’ Compensation and other similar employee benefits.
- Reviews, tracks and maintains records in regards to state, federal or public records requests in regards to employment data or verification.
- Acts as Chair of the County Safety Committee (or may designate a qualified representative).
- Tracks and maintains worker’s compensation claims and maintains records to compile annual worker’s compensation audit report.
- Reviews, tracks and maintains volunteer records and ensures hours are tracked and is in adherence with County volunteer policies. Acts as designated “Human Resource Officer” per the County

personnel manual.

- Maintains personnel files and records. Manages document retention and destruction of personnel files in compliance with applicable laws. Compiles reports required by the Equal Employment Opportunity Commission or similar agencies.
- Sets up employees in Group Health Insurance and other appropriate benefit programs.
- Reconciles benefit and insurance billings each month. Provides information regarding Affordable Care Act (“ACA”) data to third-party vendors or completes necessary ACA reporting requirements.
- Maintains employee benefit maintenance in the human resource and payroll modules in the County accounting system. This includes, but is not limited to, setting up employees in the accounting system, scanning in required documents to the electronic employment record, and updating salary orders, anniversary date changes, or any related adjustment to the employee record.
- Completes initial review of all employee timesheets and enters exceptions on a monthly basis. Analyzes timesheets for protected leave purposes.
- Monitors required periodic employee evaluations to ensure Department Directors or supervising staff follow through on evaluations.
- Locates and develops periodic personnel training programs for Department Directors.
- Collects and analyzes information related to cash receipting and tracking of various revenues, including but not limited to taxes and accounts receivables.
- Develops and coordinates the completion of the Annual Grantee Performance Report (if applicable) and Schedule of Expenditures of Federal Awards (SEFA).
- Assists the Senior Accountant with everyday accounting functions as directed, including cash receipting, accounts payable, purchase cards, payroll duties and tax collection.
- Verify/corrects accuracy of general ledger distribution, amounts, and posting of transactions recorded by others. Posts and balances subsidiary ledgers such as A/P and transfer data to general ledger. Traces transactions to determine discrepancies.
- Performs reconciliations, balancing, and compilation of reports on a recurring basis. Traces transactions through previous accounting actions to identify and correct discrepancies.
- Reviews and prepares records of financial transactions for entry of information into a computerized accounting system. Performs general ledger coding, calculations, allocations, segregations or classifications as required.
- Assists Finance Director, County Counsel, and County Administrative Officers in evaluating changes to bargaining unit memoranda of understanding or collective bargaining contracts as part of the County’s negotiation team.
- Recommends applicable changes to collective bargaining contracts, personnel policy rules and regulations; and, implements changes by notifying appropriate departments and offices.
- Attends meetings, trainings and conferences pertaining to assigned duties.
- Performs other duties as assigned that support the overall objective of the position and department.
- Regular attendance is an essential function of the position.

Qualifications

Knowledge and Skills

Knowledge of principles and practices of contract administration and governmental services planning; knowledge of state and federal grant management law, regulations and procedures. Working knowledge of the practices and terminology of bookkeeping and accounting practices. Advanced personal computer skills in spreadsheets, databases and automated accounting systems, as well as a basic understanding of computer operations and networks. General knowledge of theories, principles and practices of human resource management, including classification, compensation, collective bargaining, recruitment, selection, affirmative action, employee relations, payroll and benefits, as well as pertinent federal, state and local statutes, regulations, rules and policies that govern human resources activities.

Abilities

The ability to maintain cooperative working relationships with the public, contractors, and professionals in a variety of agencies, boards and staff. Ability to communicate clearly and concisely both orally and in writing. Ability to meet the public and discuss problems and complaints tactfully and effectively. Ability to analyze and prepare budgets, reports, policy and procedures, and business correspondence with close attention to accuracy and detail. The ability to use resources effectively and efficiently. Requires the ability to maintain appropriate confidentiality. Requires the ability to exercise tact and diplomacy in dealing with sensitive, complex, and confidential personnel issues. Able to remain calm and use good judgment during confrontational or high pressure situations.

Physical Abilities

The ability to sit at a computer screen using rapid arm, hand and finger movement for extended periods of time. The ability to stand, stoop, bend, kneel or crawl when required. The ability to lift, push or pull up to 30 lbs occasionally. Ability to engage in conversations over the phone and in-person. Requires ability to perform data entry at 7,500 KPH or more with 98% accuracy.

Education and Experience

Requires the equivalent education to completion of a Bachelor’s degree in business or accounting and four years of experience that includes general ledger record keeping and auditing of transactions on automated financial systems. Prior work experience may be substituted for degree. Minimum of two years’ experience preferred in working with public and/or human resources/payroll.

Licenses and Certificates

Must have a valid Oregon Driver’s License with an acceptable driving record.

Working Conditions

Work is performed indoors where some safety considerations exist from physical labor and handling of light-to-medium weight, yet, awkward materials.

Probationary Requirement

This position is based on the successful completion of a twelve-month probationary period.

Modified on: **October 2016**

Employee Signature

Date Signed

Supervisor Signature

Date Signed