



MULTNOMAH COUNTY
ANNOUNCES A RECRUITMENT FOR

**MULTNOMAH
COUNTY**

Grant Accountant - Department of County Human Services

SALARY: \$23.18 - \$28.51 Hourly
\$48,399.84 - \$59,528.88 Annually

CLOSING DATE: February 24, 2012

RECRUITMENT NO.: 6030-38

THE POSITION:

This recruitment will be used to fill current and future Finance Specialist 2 vacancies within the Department of County Human Services. The person in this position will demonstrate recognition of the value of individual and cultural differences to help create a work environment where talents and abilities are valued. In addition, traits that reflect the County's culture (including cross-cultural sensitivity, customer service, trustworthiness and integrity, openness to change and effective team building skills) are highly desirable.

This position is part of the Business Services unit, supporting the Department of County Human Services. The Department of County Human Services is committed to the management of public social service resources that help build communities by assisting all of its residents.

The main areas of responsibility for Finance Specialist 2 positions include:
Grant Administration, coordination and compliance
Providing technical assistance for assigned program areas
Year-end closing duties
Participation in budget development

Major duties include:

Track, reconcile, and analyze expenditures and revenues; processes monthly, quarterly and annual billing for multiple grants; prepare periodic financial reports for program staff, management and grant sources; and submit invoices for funds using SAP software as well as electronic reporting to grants.

This position also performs grant administration and support for assigned programs. This includes, but is not limited to the following: annual revenue and expense forecasts, assisting with budget development and monitoring/reporting, contract review and requisition release, year-end closing process, accounts receivable processing, technical assistance pertaining to grants, responding to audit inquiries, and maintaining organized grant files that are available upon request.

Multnomah County is actively recruiting persons from diverse backgrounds to enhance service delivery to our diverse community. Our commitment to exceptional customer service relies upon a team-oriented workplace and a continuous quality improvement environment.

TO QUALIFY:

In order to meet the screening qualifications for this recruitment, applicants must have a combination of education and experience equivalent to that outlined below, plus any other listed screening qualifications. The following guidelines will be used in evaluating applications. Credit for work that is less than 40 hours per week will be pro-rated. Post-high school education will be credited on the basis of 30 semester hours or 45 quarter hours equal one year.

Any combination of experience and training that would likely provide the required knowledge and abilities is

qualifying (Example: an equivalent to a BA & 3 years experience could be 7 years of experience without education). A typical way to obtain the knowledge and abilities would be:

Education: Bachelor's degree with major course work in accounting or a directly related field, **AND**

Experience: Three (3) years of progressively responsible accounting or fiscal management experience or an equivalent combination of education and experience. **All experience (paid & unpaid) must be demonstrated in the work experience portion of your application in order to be considered.**

THE APPLICATION PACKET:

Please read the following information carefully, as failure to follow instructions may result in your disqualification.

Application packets must be received by 11:59pm Pacific on the closing date, if specified.

1. A standard Multnomah County Employment Application. Be sure to explain in detail all related work experience. All evidence of meeting minimum qualifications must be demonstrated in the **work experience** portion of your application. Information in the supplemental questions and/or resumes will not be reviewed for the purposes of screening for minimum qualification.

2. Responses to Supplemental Application questions: respond to each of the questions individually and completely; explain or describe any experience (paid or unpaid) and training related to each item. If you meet the minimum qualifications, the quality and rating of your supplemental questions will determine whether you advance further in the recruitment process.

SUPPLEMENTAL INFORMATION

THE SCREENING AND EVALUATION PROCESS:

1. Unless otherwise noted, applications will be screened to determine if applicants meet the minimum qualifications. All the evidence of meeting the minimum qualifications **must** be shown on the standard Multnomah County Employment Application; other application materials will **not** be reviewed at this stage of the screening process.
2. Application packets that meet the minimum qualifications will be screened again on the applicants' ability to do the job based on the following criteria: relevance of training and education, relevance of work experience, and the complexity of relevant work performed and/or responses to supplemental questions.
3. Applicants who pass at Step #2 may be asked for additional information either orally or in writing. The final score and placement on the civil service list of eligibles will be based on the application, responses to the supplemental questions, and/or any additional information obtained.
4. The highest scoring applicants will be referred to the hiring manager for an interview.

Executive, non-civil service employees serve at the pleasure of the appointing authority. Appointments to Executive Service positions may be made through direct appointment, or through a recruitment process. When a recruitment process is used, applications will be screened to identify the candidates whose education, experience and abilities best match the desired qualifications for the position.

Please note that the application information may be used throughout the entire screening and recruitment process. This process is subject to change without notice.

VETERAN'S PREFERENCE:

If you are a Veteran and want to apply for Veterans' preference points, please submit a completed Multnomah County Veterans' Preference form and all required documentation, including a copy of your DD214 or DD215, with your application packet by the closing date. Veterans' preference cannot be honored for this recruitment without it. Go to <http://web.multco.us/jobs/veterans-preference-form> for form and detailed instructions.

Veteran's Preference documentation may be attached electronically to your Online job application, **or** scan and email separately to the recruiter listed below, or mail to address below. Please reference the Job # and Job title in all communications. **Job applications must be completed online.**

Email Veteran's Preference documentation only to: becky.renfro@multco.us

Mail Veteran's Preference documentation only to:
Multnomah County DCHS - Department of County Human Services
Attn: Becky Renfro
Address: 421 SW Oak St. Suite 640, Portland, Oregon 97204

All Veterans' Preference documents must be received by the closing date of the recruitment.

EQUAL OPPORTUNITY EMPLOYMENT:

Multnomah County will give consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, sex, age, marital status, physical or mental disability, political affiliations, sexual orientation, gender identity, source of income, familial status or any other nonmerit factor. Accommodations and/or assistance will be gladly provided for any applicant with sensory or nonsensory impairments, upon request, at the telephone numbers listed below.

HOW TO APPLY

Effective July 1, 2010, Multnomah County no longer accepts paper applications.
Please visit our jobs site at www.multcojobs.org to submit an online application

Applications and supplemental questions, if applicable must be received by 11:59 pm on the closing date.
Don't delay, apply as soon as you see the job announcement, closing date may change.

Questions: Please contact the Recruiter listed below

Questions about the application process for the hearing impaired: (503) 988-5170 TTY

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

Contact Name(s)/Phone(s): Becky Renfro (503)
988-6777

Department: DCHS - Department of County
Human Services

Class Number/Title: 6030/FINANCE SPECIALIST 2

Date: February 03, 2012

Grant Accountant - Department of County Human Services Supplemental Questionnaire

- * 1. Please describe your training and experience in the financial/fiscal management and oversight of grants. Include detail on the type of grant(s), dollar amount of grant(s), and governing policies used.

- * 2. Please describe your training and experience in analyzing financial data and reconciling fund accounts.

- * 3. Please describe your training and experience in working with Microsoft Excel or other comparable software as it pertains to the development and maintenance of spreadsheets, graphs and reports.

- * 4. Please describe your experience with A-133 (single audits) and what your role was in the audit process.

- * 5. What efforts have you made, or been involved with, to foster diversity understanding and reduction of bias?

- * Required Question