

ORGANIZATION:	The Oregon Consortium	DATE:	December 1, 2008
LOCATOIN:	Albany, OR	RANGE:	33,387-45,983
DEPARTMENT:	Administrative / Executive	JOB TITLE:	Financial Services & Board Specialist

PURPOSE OF POSITION: Perform a wide variety of accounting and administrative tasks associated with maintaining accounting systems to assist in accounting for the financial resources of the organization and a wide variety of complex administrative tasks requiring initiative, independent judgment and extensive working knowledge of the organization and administrative practices. Represent TOC with the highest professional and ethical standards and conduct worthy of public trust while providing quality services to internal and external customers.

ESSENTIAL JOB FUNCTIONS: (50% administrative/fiscal, 50% executive/program)

- Provide excellent office support in coordination with the Executive Assistant, between the hours of 8am and 5pm, Monday through Friday:
 - Assure that staffing is available during regular office hours;
 - Receive visitors and telephone calls, manages voicemail and Outlook-based staff calendar;
 - Receives, disseminates and files mail appropriately;
 - Complete regular/routine correspondence in an accurate manner;
 - Maintain the TOC/OWA Web-site; and
 - Maintain files and records for the organization.
- Provide excellent Financial Services by completing/being responsible for the following tasks in accordance with set processes:
 - Accounts Payable
 - Allocation Tables
 - Special Reports
 - Inventory
 - Procurement
 - Processing State Draws
 - Travel – payments and reconciliation
 - Monthly Budget Reports
 - Journal Entries – Revenue and A/P
 - Billings
- Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner.
- Arrange travel logistics and schedule reservations, etc. for staff and/or Board members as needed. Complete related correspondence and confirmations.
- Participate in the planning and coordination of external activities including public relations, fund and resource development endeavors, Board activities and a wide variety of meetings.

- Provide support for Board, Contractor and other meetings – including development of agendas and materials, recording and producing accurate minutes, collecting necessary information and back up materials, and the preparation of follow up instructions for staff.
- Collect, understand and process pertinent information for a variety of projects and programs including Employer Workforce Training Fund/ Workforce Response Team, Eligible Training Providers, Survivors Youth Leadership Experience, etc. In coordination with fiscal and operations/program staff, provide technical assistance related to these projects / processes to regions when necessary / requested.
- Support the efforts of all TOC staff in carrying out their job duties. Support the team approach throughout the organization and maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
- Accurately analyze and interpret state and federal rules, regulations, policies, and other communications affecting TOC/OWA programs and systems.
- Provide assistance to staff in grants management, quality assurance reviews, program development activities, and other cooperative projects as needed.
- Follow all safety rules and procedures for work areas. Establish and Chair the Administrative Office Safety Committee.

SUPERVISION RECEIVED AND EXERCISED: Works under the general supervision of the Chief Executive Officer (Executive Director) and Chief Administrative Officer.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Occasional overnight travel is required.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.