

**Lane Council of Governments
Job Classification**

Job Title:	Accounting/Human Resources Analyst	FLSA Status:	Non-Exempt
Division:	Administrative Services	Range:	14
Reports To:	Financial Services Manager	Last Revised:	December 2004

General Statement of Duties

Prepares and maintains complex financial information according to generally accepted accounting procedures. Prepares financial statements and reports. Provides technical level administrative support to Human Resources in personnel action processing, record keeping, and other human resources technical areas as needed.

Supervision Received

Work is performed under applicable policies, guidelines and appropriate technical standards. Work performance is evaluated through periodic conferences and reports and through the adequacy and timeliness of records, reports, and services provided.

Supervision Exercised

None.

Resource Responsibility

Limited responsibility for financial or human resources. Responsible for performing routine technical and administrative tasks that are repetitive and similar in nature. The work requires the application of financial accounting and human resource management processes and procedures. Tasks are unrelated, involve multiple steps, and often completed in accord with applicable collective bargaining agreements. Work is part of a larger task where many checks exist for errors.

Essential Job Functions

Analyze invoices, maintain knowledge about current cash flow, and determine appropriate payment schedule. Code all invoices for payment, down to the contract level when necessary. Enter payable data into fiscal system, produce reports making sure all data is accurate, prepare vendor checks for mailing. Respond to and initiate vendor inquiries regarding the payables.

Maintain organized accounting records and payable files allowing easy information retrieval for LCOG staff and auditors.

Assist supervisor in preparing special reports or projects requiring extensive research, interpretation or auditing of financial and statistical data. Analyze financial record-keeping system to recommend improvements to meet operational objectives. Provide information and feedback on necessary program changes.

Prepare 1099's and required reports by manually compiling and verifying accuracy of the data from accounting records.

Verify information on personnel action requests. Assist in maintaining human resources information in the Fiscal/HR system and in the HR files, and in tracking and updating employee leave and service credits. Track the processing of personnel actions. Research and retrieve employee data from the database. Schedule and assist with initial orientation for new employees and obtain signatures on necessary forms. Assist in annual open enrollment benefit program for employees and process employee benefit registration and enrollment forms. Notify employees of Public Employee's Retirement System (PERS) membership. Provide information on deferred compensation program.

Assist in monitoring and tracking FMLA and OFLA leave usage. Explain timekeeping and record keeping procedures. Respond to employee-related requests for information such as employment verification and unemployment claim forms.

May evaluate job application information for minimum qualifications. Score simple or routine applicant examinations according to set criteria. Assist managers to verify references and background information. Explain LCOG policies and procedures regarding promotion, demotion, transfer, position salary, examinations, and job application process. Develop and distribute routine recruitment announcements.

Complete other Human Resource tasks as assigned.

Other Job Functions

Provide back-up support to other positions in the office in case of absence or work overload.

Perform other related duties as assigned.

Working Conditions

The work is performed primarily indoors requiring hand/eye coordination in the operation of business machines. Work may involve occasional lifting of objects weighing 15 to 25 pounds.

Knowledge, Skills, and Abilities

Knowledge of office practices, procedures, and typical computer applications used to organize record-keeping systems and equipment.

Knowledge of research techniques and typical software applications used to collect, analyze, and report information such as database, spread sheet, and word processing applications.

Knowledge of laws, regulations, standards, and prescribed procedures applicable to payroll, accounts payable/receivable processing, and human resources administration.

Ability to develop office procedures to process information efficiently.

Ability to operate a desktop computer and associated software applications to collect and analyze data in a statistical format, enter or retrieve information, and create documents and reports.

Considerable knowledge of basic math including the ability to add, subtract, multiply, and divide with accuracy.

Ability to apply established procedures and guidelines on keeping financial accounts and the preparation of financial reports.

Ability to communicate effectively with other employees and the general public using tact, courtesy, and good judgment.

Ability to maintain confidentiality.

Ability to work with accuracy and attention to detail to meet deadlines.

Ability to understand and execute oral and written instructions, policies, and procedures.

Ability to operate standard office equipment such as typewriter, computer terminal, word processor, transcriber, calculator, printer, and photocopier.

Physically perform assigned duties.

Education and Experience

Associate's Degree in accounting and three years clerical accounting experience, or any combination of education and experience that provides the applicant with the knowledge, skills, and ability required to perform the job.

Licenses, Certificates, and Other Requirements

None.