

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**IN THE MATTER OF THE PROMOTION
OF AN EMPLOYEE**

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)

ORDER NO: 23111

WHEREAS, it is the recommendation of Richard Christensen, Roadmaster, that Jonathan Wills currently an Accounting Clerk in the Road Department, Salary Range D, Step 3, at \$22.08/hour, be promoted to the position of Sr. Accounting Specialist in the Road Department, Salary Range F, Step 2, at \$23.33/hour.

The job description for the new position is attached hereto and incorporated by reference.

WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation;

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect as of June 8, 2022.

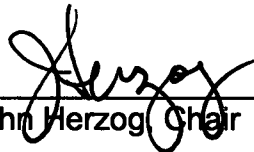
Dated this 8th day of June, 2022

CURRY COUNTY BOARD OF COMMISSIONERS

Approved as to form:



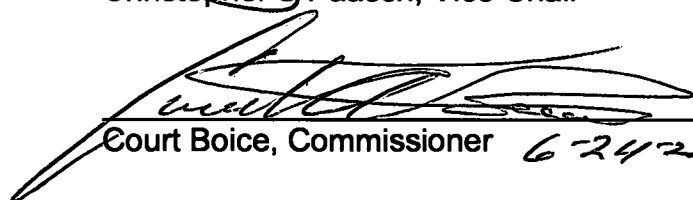
Anthony Pope
Curry County Legal Counsel



John Herzog, Chair



Christopher S. Paasch, Vice Chair



Court Boice, Commissioner

6-24-22

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Senior Accounting Specialist

EXEMPT: No

SALARY LEVEL: F

SUPERVISOR: Office Manager

PREPARED BY: Roadmaster

February 2021

POSITION SUMMARY:

Performs technical accounting work for a complete cost accounting system. Performs the duties of office receptionist for the Road Department.

Relieves administrative personnel of minor administrative tasks requiring a knowledge of department activities and programs.

Performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Acts as an assistant to the Office Manager as needed.

Posts expenditures and receipts to accounting records.

Prepares activity, revenue and expenditure reports for departmental programs and projects.

Performs or reviews specialized calculations, posting and accounting functions.

Reconciles report discrepancies.

Performs accounts receivable and accounts payable functions. Furnishes reports and data as required to independent auditors to accomplish required audits.

Determines and applies material and equipment cost rates.

Determines and applies various overhead rates.

Performs duties of receptionist including receiving incoming telephone calls, receiving office visitors, dispatching radio messages and operating the truck scales.

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ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont.)

Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervision of other employees is not normally a responsibility of positions in this classification.

QUALIFICATION REQUIREMENTS:

Must have thorough knowledge of record-keeping practices used in the day-to-day maintenance of fiscal accounts.

Must have considerable knowledge of accounting principles and practices including double entry bookkeeping.

Must have the ability to apply accounting principles in resolving problems and verifying the accuracy of the work produced.

Must have the ability to work independently.

Must have skill in processing information on a personal computer.

Must have the ability to establish and maintain effective working relationships with other employees and the public.

Must be able to understand and follow written and oral instructions.

EDUCATION AND/OR EXPERIENCE:

Minimum of three years of progressively responsible clerical work in the accounting area with exposure to basic accounting principles; graduation from high school or possession of the equivalent GED certificate, or any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the duties.

Requires possession of a valid Oregon Driver License

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PHYSICAL DEMANDS:

Ability to deal effectively with stress.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.