

COOS COUNTY JOB ANNOUNCEMENT

Coos Health & Wellness Staff Accountant

\$3,942 - \$4,610 per month

DEPARTMENT: COOS HEALTH & WELLNESS,

GENERAL STATEMENT OF DUTIES: Please refer to the attached position description.

APPLICATION PROCEDURE: Coos County Application **REQUIRED.**

Apply to: Coos County Human Resources Department, Courthouse

By mail: 250 N. Baxter
Coquille, OR 97423

By fax: (541) 396-1018

By email: humanresources@co.coos.or.us

CLOSING DATE:

****Equal Opportunity Employer****

Posted: Coquille Courthouse
CHW Building

Email All Coos County Employees

NOTE: Under provision of the Immigration Reform and Control Act of 1986, Coos County requires that any person hired or rehired to provide evidence of identity and eligibility for employment.

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Coos County Human Resources Department, Courthouse, 250 N. Baxter, Coquille, OR 97423. (541) 396-7581

DESCRIPTION OF POSITION

Revision Date: October 6, 2026

1.	Classification Title: Accountant
2.	Working Title: Staff Accountant I
3.	Department: Coos Health & Wellness
4.	Paygrade: 445 Position Is: Full Time ☒ Part Time ☐ Extra Help ☐ Seasonal ☐ Other _____ Excluded from Bargaining Unit? Yes ☐ No ☒ AFSCME Eligible for Overtime? Yes ☒ No ☐
5.	What is the purpose of this position? Under the direction of the Finance & Administration Services Manager, the Staff Accountant I performs core fiscal operations for the Department, including processing accounts payable, revenue deposits, and leave accounting records. This role supports the finance department by handling routine month-end reconciliations and journal entries across QuickBooks, County billing, and payroll software. The position helps guide internal staff through everyday procurement questions and works collaboratively to keep department procedural documents up to date.
6.	Essential functions of position. <i>(Reason position exists is to perform these functions; duties may include, but are not limited to:)</i> • Prepare accounts payable, reimbursement, and revenue deposit documents for the Department with accuracy and timeliness; maintain accounting controls for contracts and grants. 35% • Prepare payroll and leave accounting records for the Department by reconciling, auditing, and coordinating directly with County Finance and Human Resources; utilize County Timesheets and BambooHR to ensure accuracy and compliance. 20% • Assist in preparation of month-end close tasks for the Department: prepare and post recurring journal entries, process internal transfers of appropriations, complete the monthly payroll journal entry, and process time-sensitive County payroll termination actions. 20% • Assist in preparation of state, federal, and local financial reports, including billing submissions and documentation for the Oregon Health Authority (OHA). Following established guidelines and templates, the position helps gather data and organize paperwork to ensure the department meets standard agency deadlines. 15% • Serve as the primary point of contact for staff regarding all internal forms and Finance processes; provide guidance and assistance with the completion of required administrative documentation, including Travel Requests, Expense Detail Sheets and Procurement Procedures. 6% • Develop and maintain procedures for Finance functions, as directed; ensure documentation is current and organized. 4%
7.	Supervision This position is supervised by the Finance & Administration Services Manager. This position does not supervise personnel.
8.	List other duties assigned to this position. • Participate in or conduct training as required; may serve in Department's Incident Command Structure • Other duties appropriate to classification, as assigned
9.	Working conditions of position. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

DESCRIPTION OF POSITION

Position is located in the Coos Health & Wellness Department in a typical office setting. Regular office hours are typically 8:00 am to 5:00 pm, Monday through Friday. Occasional travel may be required for training.

The employee will work in an office or computer room with other employees. The noise level in the work environment is moderately quiet. The employee is regularly required to sit and use hands to operate, finger, handle or feel objects, tools or controls. The employee is regularly required to talk and hear and reach with hands and arms. The employee is occasionally required to stoop or stand, walk and lift or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

10. List required special skills, licenses, certificates, etc. To successfully perform this job, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Knowledge/Skills/Ability:

Ability to work quickly and accurately under pressure.

Ability to use initiative and judgment in carrying out tasks and responsibilities with only general instructions and guidance.

Knowledge of standard accounting practices.

Education and/or experience:

High school diploma or equivalent, supplemented by formal coursework in accounting, payroll systems, or fund accounting. Requires four (4) years of experience performing accounts payable, payroll reconciliation, or fiscal data compilation.

Preferred Qualifications:

Prior experience working in local government, public health, or a healthcare setting dealing with state or CCO funding structures.

Must be able to maintain professional, positive interaction with consumers and other constituents on the phone and in person, within appropriate boundaries. Must have ability to use tact and judgment in dealing with staff, the public, and with executives and officials from other entities. Must have ability to effectively train other employees. Regular and consistent attendance is required.

Must be able to accept supervision and adhere to County and Department policies. Must comply with professional ethics, rules of conduct and confidentiality privacy laws. Must be able to establish and maintain effective and harmonious working relationships with other employees, county staff, and outside entities. Must maintain a positive attitude and represent the Department and the County in a positive manner in the community.

11. Is operation of motor vehicle required? Yes ☐ No ☒

12. Equipment, tools, machines used in performance of duties:

The Staff Accountant I operates within a standard office environment utilizing a dual-monitor desktop workstation. Daily responsibilities require a solid working knowledge of **QuickBooks** (or equivalent accounting software) and proficiency in **Microsoft Excel** for organizing financial data. Additionally, this role will learn to navigate our HR platform (**BambooHR**) and access secure state portals, such as the **Oregon Health Authority (OHA)**, to upload reports and documentation.