

Employee Name:
PCN 00568480

State of Minnesota
Position Description A

Agency/Division: Board of Water and Soil Resources
Classification:
Working Title: Contracts Accountant

Prepared by: Jeremy Olson

Previous Incumbent: Renee Sutton

Employee Signature

Date

Supervisor Signature

Date

Position Purpose:

This position serves as a professional accounting resource for the Board of Water and Soil Resources (BWSR) in multiple functions: purchasing, grants, contracts, reporting and compliance, the implementation of accounting procedures, and the reconciliation of fiscal anomalies.

Reportability:

Reports to: Chief Financial Officer, receives work direction from the Lead Accounting Officer

Supervises: N/A

Dimensions:

Budget:	General Fund	\$28,475,000
	Clean Water Fund	\$95,508,000
	Outdoor Heritage Fund	\$17,260,000
	Env Nat Resource Fund	\$17,311,000
	Other Funds	\$14,933,000
	Bonding Funds	\$55,880,000
	Total *	<u>\$229,367,000</u>

*Total is for the fiscal year 2018-19 biennium

Clientele:

Agency Staff
Board Members
Department of Administration Staff
Other state agencies

MMB Staff
LGU staff
Legislative Auditor Staff
Federal Conservation Agencies

Employee Name:
PCN 00568480

Position Description B

- 1. To assist and train the agency in the BWSR contract process and act as agency's primary contracting authority so that all contracts meet the requirements set forth by BWSR, Department of Administration, MMB, Office of Attorney General and MN State Statutes.**

Tasks Priority: A % of time 35 Discretion: A

- Meet with program representatives to determine need for a contract or related agreement.
- Develop and provide a training program for BWSR staff which includes the agency contract process, Request for Proposal process and Inter-agency contracts.
- Determine type of agreement needed.
- Submit requests to Department of Administration, MMD, and monitor activity as the MMD approval process occurs.
- Prepare grant agreements once MMD approval is in place. Work with program representative to obtain all required signatures.
- Work with program representatives to make approved payments to vendors, or to invoice if applicable.
- Assist with the monitoring and enforcement of grants contract requirements and obligations.
- Maintain tables of outstanding grants and related agreements, both incoming and outgoing.
- Communicate contracting policies and procedure as needed to ensure the timely process of contracts.
- Obtain available grant delegations and attend trainings as necessary.

- 2. To assist in managing purchasing duties and act as agency's primary purchasing authority so that BWSR achieves the highest value for its acquisitions.**

Tasks Priority: A % of time 30 Discretion: A

- Reviews purchasing requests so that decisions on methods of purchasing can be made.
- Prepare purchase specifications and invitations to bid so that vendors may submit quotations.
- Determine whether prices quoted are fair and correct and whether quality meets specifications standards so that state specifications and standards are maintained.
- Confers with departmental officials concerning the purchase of supplies and equipment so that department needs are effectively and efficiently satisfied.
- Write reports, procedures, rules and correspondence sufficient to describe, promote and justify current and future program initiatives and outcomes.
- Develop specifications appropriate for the particular product or service need, making sure laws and administrative procedures sufficient to departmental and state-wide policy are followed.
- Read, comprehend and determine the most appropriate acquisition method while evaluating time, cost, service, need for vendor negotiation, etc.
- Evaluate responses to the acquisition document, notify requesting user and vendor of the award and administer the acquisition throughout the completion of the purchase order.
- Research products and services by interviewing vendors, reviewing products literature and specifications of similar products, consideration of customer needs, environmental requirements and legal issues.

Employee Name:
PCN 00568480

3. Coordinate accounting functions for all BWSR grant documents, contracts, and purchasing documents including intergovernmental and interagency agreements.

Tasks Priority: A % of time 25 Discretion: A

- A. Process all grant and contract documents from encumbrance to payment and keep an accurate record of what status the documents are in. Notify appropriate staff if documents are outstanding and/or any problem areas in the grant/contract process.
- B. Notify appropriate clientele that grant funds can be encumbered and ensure transmittal of a complete copy of finalized document.
- C. Encumber funds in SWIFT.
- D. Develop, Maintain and provide system generated reports from SWIFT and OBIEE that provide contract, encumbrance and purchasing related detail.
- E. Monitor and coordinate the agency's procurement process in accordance with applicable federal and state laws and rules. Certification of authority for expanded local purchasing is required.

4. Performs other duties as assigned to assure efficient and effective operations in the administrative services division.

Tasks Priority: B % of time 10 Discretion: B

- A. Provides support to agency staff and to the Lead Accounting Officer.
- B. Serve in back up capacity to other financial staff fulfilling various accounting duties such as AP, AR, payroll, fixed assets.
- C. Provide routine analysis and reports on budgets, spending and appropriations.
- D. Participate in special projects when assigned.
- E. Support the operational goals and objectives of the organization.

Employee Name:**PCN 00568480****POSITION DESCRIPTION C****Nature and Scope (relationships; knowledge, skills and abilities; problem solving; freedom to act)****Relationships:**

The position reports to the Chief Financial Officer. This position is the assistant accounting professional for the agency as it provides support to all of the agency's programs. This position also works indirectly with the management team, unit supervisors and project managers regarding fiscal aspects of program development and implementation. Outside the agency the position works with Minnesota Management and Budget, and various federal and state agencies on accounting matters. Contacts with SWCD clientele are also possible.

Knowledge, Skills and Abilities

This position requires a thorough knowledge of the principles, theories, and techniques of acquisition and materials management sufficient to prepare contracts, write specifications, evaluate and research products. Must be able to advise agency positional on all aspects of state procurement statutes, rule, laws, policies and procedures sufficient to interpret, apply and communicate them. This position requires a thorough knowledge of the Statewide Integrated Financial Tools (SWIFT).

This position must have knowledge of accounting principles and practices, budgeting principles, and the state's appropriation and accounting systems. This position must interpret financial policies and procedures, relate them to technical and administrative activities and clearly communicate them to staff.

Development of spreadsheet and manual tracking systems is required to track fiscal work products and schedules. This position must be able to utilize the computer and data systems. This position must be able to extract financial information from the statewide accounting system using Crystal report tool.

Human relations, communication and organization skills are important because this position will interact with numerous agency staff, and also with vendors outside the agency. Oral and written communication skills are important.

Problem Solving

This position deals with a variety of problems in the basic area of fiscal management, e.g., researching why a requested funding source does not have available funds and working with the requestor or the Administrative Director options for funding the request.

This position must be able to resolve a wide range of potential problems including budgetary, positional and procurement before they occur. Creativity is essential in devising effective procedures, testing the reliability of procedures and applying the results to many different situations. Many problems are of a nature that do not directly relate to resource materials such as manuals, or policies, therefore, requires this position to rely on knowledge, abilities and past experience to effectively resolve the problem.

Technical issues associated with agency projects and activities must be related to and resolved in conjunction with accepted/required fiscal practices.

Freedom to Act

Employee Name:
PCN 00568480

As an agency resource position dealing with staff's presented fiscal concerns, there is a large degree of freedom for process resolution and improvement on fiscal procedures. The incumbent has the freedom to use his/her knowledge and analytical abilities to assess situations, reach conclusions and take action not necessarily covered by historical precedent.

The position exercises considerable independent judgment, within the structure of, state laws, rules, established policies, and general contract law. Examples of external controls may include MMD, MR, federal, state and local laws. Initial interpretation and periodic review of these controls may be done in consultation with management and MMD.

This position reports to the Chief Financial Officer who provides broad direction and oversight to the person in this position. Day-to-day problem resolution provides considerable freedom to act; however, management needs to be informed of significant actions that affect the posture of agency funding and performance.