

# ACCOUNTING DIVISION

CITY OF PORTLAND, OREGON

BUREAU OF REVENUE AND FINANCIAL SERVICES



## Accounting Division Team Responsibilities

### Financial Systems and Training (FST)

- Maintain and support the City's accounting system to publish the Comprehensive Annual Financial Report (CAFR).
- Facilitate training and learning on accounting and SAP usage within the City.
- Maintain the City's master data in SAP.
- Review and post journal entries.
- Perform city-wide cash transfers activities.
- Provide central capital asset accounting functions to City Bureaus.
- Central resource for the City's accounting system questions.

### Financial Reporting (FR)

- Prepares Comprehensive Annual Financial Reports (CAFR).
- Coordinate the City's Annual Financial Audit.
- Implement new accounting standards.
- Prepares other Financial Reports for internal / external customers.
- Central resource for the City's technical accounting questions.

### Operational Accounting (OA)

- Accounts Receivable (AR):
  - Customers Master Data Maintenance.
  - Monthly billings and cash receipts.
  - Coordinate collections.
  - Central resource for the City's accounts receivable questions.
- Accounts Payable (AP):
  - Vendor Master Data Maintenance.
  - Payment Check Runs.
  - Petty cash reimbursements.
  - Central resource for the City's accounts payable questions.