



Accountant 1 [Limited Duration]

Recruitment #: S2505
Review Date: Immediate review | Open until filled
Department: Accounting and Business Services
Salary Rate: \$4064 - \$6202 Commensurate with experience [[Salary Steps](#)]

About Western Oregon University:

Western Oregon University is a regional public, mid-sized university – committed to changing lives, strengthening communities and transforming our world. Located in Monmouth, the heart of Oregon's lush Willamette Valley, WOU is about 20 minutes from Salem, the state's capital and about 75 minutes from Portland, the state's cultural hub.

Western is one of Oregon's oldest public institutions of higher education and was incorporated into the state system as a teacher training institution in 1882. The university offers undergraduate and graduate degrees in arts and sciences, education and professional areas. It's known for small class sizes, a focus on sustainability and a diverse liberal arts education in a student-centered environment. Western is an emerging Hispanic Serving institution, with 41% of undergraduates being students of color.

Position Summary:

The Accountant 1 position is responsible for supporting the Business and Accounting Services with financial transactions complying with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB). An employee in this class works with interrelated accounts in an accounting system, allocating changes to funds and accounts, reconciling accounts, analyzing accounting transactions, preparing reports, and maintaining accounting controls. Examples include, but are not limited to, invoice and journal entry input and account compliance, reconciliation of financial transactions between Banner and Oregon State Treasury accounts, managing Pell Grant and Federal Direct Loan reconciliations, and supporting third-party invoicing and payment verification, Banner testing, special projects, resolving discrepancies, and collaborating with various university departments. This is a limited duration position for 24 months. Work for this position is performed on campus in an office environment.

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

Required Qualifications:

- Bachelor's degree in Accounting, Math, or Finance with CPA or PA certificate; **OR**
- Bachelor's degree with 30 quarter (20 semester) hours of college-level Accounting, **OR**
- 30 quarter (20 semester) hours of Accounting courses and three years of Accounting experience.*
- Transcripts must be submitted for all required and/or related courses. All courses must be from accredited colleges, universities, or private vocational schools.

*Accounting experience must include at least 3 of the following:

- Preparing transactions to be recorded in records of original entry;
- Preparing journal entries, posting from journals to general ledger, or preparing original general ledger entries;
- Summarizing data from a ledger to a trial balance;
- Closing accounts at the end of an accounting period;
- Applying PC spreadsheet, database, and word processing software;
- Processing data using a computer.

Required Application materials:

Please submit only the required materials listed below. Applications **missing** required materials will not move forward for consideration.

1. WOU Employment Application form [available here](#) - classified/faculty
2. Cover Letter that addresses your qualifications for the position.
3. Resume/CV
4. Unofficial transcripts for the highest degree earned

Background/Education Check:

A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement.

Benefits:

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We do not discriminate based on race, color, national origin, gender, gender identity, sexual orientation, age, disability, religion, veteran status, or any other characteristic protected by law. We embrace our differences, and know that our diverse team is a strength that drives our success.

Accommodation Requests:

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you would like to request disability-related accommodation(s) to participate in a WOU activity or event, please complete the [online request form](#) at least three (3) business days in advance. If you have questions, contact Disability Services (ODS) at 503-838-8250 or ods@wou.edu.

Veterans Preference

Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml>

To stay informed about the progress of this search, we invite and encourage you to explore our career page at wou.edu/hr/employment/jobs/. Unfortunately, due to the volume, it is challenging for us to offer individual updates on the status of each application, and for that, we sincerely regret any inconvenience. We thank you for your patience and interest in employment at Western Oregon University.