



POSITION DESCRIPTION

POSITION INFORMATION

| | |
|----------------------------------|--|
| Position Title | Today's Date |
| Accountant 1 | 7/28/2025 |
| Position Classification | Appointment (9mos. / 12 mos. / Other) |
| Classified | Limited Duration (19 months) |
| Normal Position Work Dates | FLSA |
| 07/01 - 06/30 (12 Months) | Non-Exempt (Overtime Eligible) |
| FTE (1.0 is Full-Time) | Classification Title (Classified Only) |
| Full time | Accountant 1 |
| Department/Division | Work Location |
| Business and Accounting Services | Monmouth Campus |
| Reports to | Position Number |
| Controller | E98065 |
| Incumbent | Reports to Position Number |
| | E99821 |

SUMMARY

Please provide brief summary of the position.

This 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 employment opportunity for 19 months.

PRIMARY DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and incidental duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The position description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

JOB DUTIES

| JOB DUTIES (Please ensure the total of “% of Time” equals 100%) | | |
|--|---|--------------------------------|
| % of Time | Duties / Responsibilities | Essential or Incidental |
| 30% | <p>Accounts Payable Accountant</p> <p>Applies relevant general accounting methods and controls to multiple functional areas and maintains documentation or processes. Reviews and verifies transactions for accuracy and works with university stakeholders prior to inputting invoice and journal voucher (JV) entry, ensuring all purchases and JV entries are booked to the correct index and account codes and everything follows GAAP and university purchasing policy. Prepares and gains approval for correcting and adjusting journal vouchers in Banner. Assist with Banner software testing in various areas of the AP area including and performing special projects in support of the area</p> | Essential |
| 20% | <p>Financial Aid Accounts Reconciliation</p> <p>Reconciliation between the Pell Grant and Federal Direct Loans general ledgers, reports received from the Financial Aid office, and what was received via G5 drawdowns. This position would be responsible for retrieving the data from the Pell Grant and Federal Direct Loans general ledgers and entering it into the appropriate report. Utilizing Pivot Tables/Excel functions to accomplish this.</p> | Essential |
| 20% | <p>University-wide Cash Reconciliation</p> <p>Reconciles cash, ACH, E-checks, and credit card transactions reconciling Banner to Oregon State Treasury accounts to ensure all transactions are accounted for and processed accurately and efficiently daily. Balance all transactions between the Feed and online payments, and the Feed and Banner. Research and document discrepancies against accounts. Contacts and confers with current employees and department representatives on reconciliation questions.</p> | Essential |
| 15% | <p>3rd Party Invoicing and Reconciliation</p> <p>Assist with third-party invoicing by creating invoices for school districts, vocational rehabilitation programs, Veterans Affairs, and similar entities. Verify payment status in Banner and diligently follow up on any outstanding payments. Ensure effective coordination with the Bookstore to guarantee that students' books are invoiced correctly to the appropriate third-party organizations. Stay informed on shared spreadsheets to facilitate seamless</p> | Essential |

| | | |
|-----|--|--|
| | collaboration with other departments. Other duties as assigned which include assistance with SIS Banner upgrade testing, participation in committees and work groups and provide back up support for co-workers as needed. | |
| 15% | Other Duties/Special Projects Other duties as assigned which include participation in committees and work groups, Controller requested projects, and provide back up support for co-workers as needed. | |

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities are below. **For classified positions, please see classification specifications found online at <https://fa.oregonstate.edu/classification-specifications>** to assist with the particular specifications for the position. Please contact Human Resources with questions.

| EDUCATION | | | |
|---|-------------------------------------|-------------------------------------|-------------------------------------|
| Type of Education | Required | Preferred | Specific field, training, or degree |
| High School Diploma or equivalent (GED) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Associate degree (A.S., A.A.) or two- year technical certificate | <input type="checkbox"/> | <input type="checkbox"/> | |
| Bachelor's degree | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Master's degree | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Accounting Math or Finance |
| Doctoral degree or equivalent (Ph.D., J.D., Ed.D.) | <input type="checkbox"/> | <input type="checkbox"/> | |
| Other (explain) Any combination of work experience equivalent to three years office experience and lead work or coordination of office procedures. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |

| EXPERIENCE | | | |
|--|------------------------------|-------------------------------|-------|
| Type of Experience | Required Years of Experience | Preferred Years of Experience | Notes |
| Banner Software | No Experience | 6-12 Months | |
| Basic Accounting Knowledge | 0-6 Months | 6-12 Months | |
| Lead project work | 0-6 Months | 6-12 Months | |
| Assist with policy development | No Experience | 0-6 Months | |
| Familiarity with researching statutes, regulations, and other guidelines and interpretations | 0-6 Months | 0-6 Months | |

| | | | |
|-------|-------------|-----------|--|
| Excel | 6-12 Months | 1-2 Years | |
| | | | |

SOFT SKILLS

| Soft Skill | Required | Preferred | Notes |
|-------------------------------|-------------------------------------|--------------------------|-------|
| Dealing with difficult people | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Strong Writing Skills | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

CERTIFICATES, LICENSES, REGISTRATIONS

| (Select all that apply) | Required | Preferred | Please specify required professional license(s), registration(s), and or certification(s), if applicable: |
|--|--------------------------|--------------------------|---|
| <input type="checkbox"/> None | | | |
| Driver's license | <input type="checkbox"/> | <input type="checkbox"/> | |
| Eligibility for Professional license, registration, or certification | <input type="checkbox"/> | <input type="checkbox"/> | |
| Professional license | <input type="checkbox"/> | <input type="checkbox"/> | |
| Registration | <input type="checkbox"/> | <input type="checkbox"/> | |
| Certification | <input type="checkbox"/> | <input type="checkbox"/> | |

SUPERVISION

Check the box next to each supervision level utilized by this position.

| | | |
|---------|---|-------------------------------------|
| Level 1 | Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees. | <input checked="" type="checkbox"/> |
| Level 2 | Lead Capacity: Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in the same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.* | <input type="checkbox"/> |
| Level 3 | Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions. | <input type="checkbox"/> |
| Level 4 | Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt. | <input type="checkbox"/> |
| Level 5 | Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors. | <input type="checkbox"/> |

| | | |
|---------|--|--------------------------|
| Level 6 | Positions at this level are normally responsible for full managerial responsibilities including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments. | <input type="checkbox"/> |
|---------|--|--------------------------|

SUPERVISION CONTINUED

| | | |
|---------|---|--------------------------|
| Level 7 | The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level. | <input type="checkbox"/> |
|---------|---|--------------------------|

If Level 3 or above is selected, please list direct reports:

| Job Title (i.e., "Student Employee," "Office Specialist 1") | Number of Employees Supervised with this Job Title |
|--|---|
| Student Employee | 1 |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire, and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

DECISION MAKING & FISCAL RESPONSIBILITY

For full definitions of terms in the drop-down lists please see the Position Description Writing Guide on the Human Resources [Forms Page](#).

| | |
|-----------------------------|-----------------|
| Scope of Decisions Made: | Directed |
| Impact of Decision Made: | Position |
| Autonomy and Discretion: | Some Discretion |
| Fiscal Authority: | None |
| Fiscal Responsibilities: | None |
| Operating Budget (\$): | \$ |
| Grant Funding (\$): | \$ |
| Number of Grants: | |
| Foundation Funding (\$): | \$ |
| Number of Foundation Funds: | |
| Agency (WOU) Funding (\$): | \$ |

WORKING CONDITIONS

| | | |
|---|---|--|
| Typical Work Functions* (check all that apply) | <input type="checkbox"/> Balancing <input type="checkbox"/> Climbing <input type="checkbox"/> Crouching/ Stooping | <input type="checkbox"/> Carrying <input type="checkbox"/> Crawling <input type="checkbox"/> Driving |
|---|---|--|

| | |
|---|---|
| <input type="checkbox"/> Feeling/Handling <input type="checkbox"/> Personal Protective Equipment <input checked="" type="checkbox"/> Reaching <input checked="" type="checkbox"/> Repetitive movement <input checked="" type="checkbox"/> Speaking <input type="checkbox"/> Squatting <input checked="" type="checkbox"/> Telephone Use <input type="checkbox"/> Walking/Running | <input checked="" type="checkbox"/> Keyboarding/Computer Use <input type="checkbox"/> Pulling/Pushing <input checked="" type="checkbox"/> Regular interaction with customers <input checked="" type="checkbox"/> Sitting <input checked="" type="checkbox"/> Specific Work Schedule <input checked="" type="checkbox"/> Standing <input type="checkbox"/> Twisting/Bending <input checked="" type="checkbox"/> Writing |
|---|---|

| | | |
|--|---|---|
| Typical Working Environment and Hazards* (check all that apply) | <input checked="" type="checkbox"/> Normal office environment <input type="checkbox"/> Chemicals <input type="checkbox"/> Darkness/Poor Lighting <input type="checkbox"/> Electrical Hazards <input type="checkbox"/> Fire Hazards <input type="checkbox"/> Human-Source Material (e.g., blood) <input type="checkbox"/> Moving machinery/Heavy Equipment <input type="checkbox"/> Noise <input type="checkbox"/> Potential Combative Work Environment <input type="checkbox"/> Traffic <input type="checkbox"/> Weather Extremes | <input type="checkbox"/> Animals/Wildlife <input type="checkbox"/> Confined Spaces <input type="checkbox"/> Dust/Fumes <input type="checkbox"/> Explosives <input type="checkbox"/> Heights <input type="checkbox"/> Indoor Temp Extremes (Heat/Cold) <input type="checkbox"/> Near-Continuous Use of Video Display <input type="checkbox"/> Pathogens <input type="checkbox"/> Radiation <input type="checkbox"/> Vibration |
|--|---|---|

| | |
|---|-----------------|
| Lifting Demands* | Up to 10 pounds |
| Additional Physical Demands or Work Conditions: | |
| Frequency of Travel* | Up to 10% |
| Work Schedule (if not typical or specified) | |

ADDITIONAL REQUIREMENTS

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. Reference checks will be conducted.

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 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 require any accommodation, please email us at employment[at]wou.edu and we will work with you to meet your accessibility needs.

Acknowledgement:

| | |
|--------------------------|------------------------------|
| Employee Printed Name | Employee Signature / Date |
| | |
| Supervisor Printed Name | Supervisor Signature / Date |
| Shadron Lehman | |
| Reviewer (VP / Director) | Reviewer Signature / Date |
| | |
| HR Director | HR Director Signature / Date |
| | |

HR USE ONLY:

| | |
|--------------|------|
| Received by: | Date |
| | |

| | | | |
|--|----------------|---------------|---------------------|
| Position Class #: | Employee Class | Job Location | Appointment Percent |
| | | | |
| CUPA-HR#/Title | NOC Code | Category Code | SOC Code |
| | | | |
| Actions Taken | | | |
| <input type="checkbox"/> NBAPBUD/NBAPOSN <input type="checkbox"/> NBAJOBS <input type="checkbox"/> PEAFACT <input type="checkbox"/> Electronically Filed | | | |
| NOTES: | | | |
| | | | |