



POSITION DESCRIPTION

POSITION INFORMATION		
Position Title		Today's Date
Director of Accounting		10/22/2025
Position Classification	Appointment (9mos. / 12 mos. / Other)	
Unclassified	12-Months	
Normal Position Work Dates	FLSA	
07/01 - 06/30 (12 Months)	Exempt	
FTE (1.0 is Full-Time)	Classification Title (Classified Only)	
1.0		
Department/Division	Work Location	
Accounting & Business Services	Monmouth Campus	
Reports to	Position Number	
Controller	E99665	
Incumbent	Reports to Position Number	
	E99821	

SUMMARY
Please provide brief summary of the position.
The Director of Accounting is responsible for managing and ensuring that the organization's accounting policies and practices are consistently followed in accordance with university policy, Internal Revenue Service (IRS) regulations, Generally Accepted Accounting Principles (GAAP), and Governmental Accounting Standards Board (GASB) requirements. This position oversees the daily operations of the accounting functions to ensure the efficient use of resources, accurate and timely financial reporting, and the effective delivery of services to university departments and external suppliers.

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
40%	<u>Leadership and management skills:</u> Direct accounting staff to complete assignments using established guidelines, procedures, and standards. Provide daily supervision and guidance to employees, assign tasks, realigning job duties to build upon staff strengths and provide opportunities for professional development, verifying accuracy of work, and ensuring accounting reporting deadlines are met. Establish practices and	Essential



	procedures by analyzing situations and assignments to ensure timely delivery of financial and operational objectives.	
35%	<u>Financial activities and policy development:</u> Monitors daily operations of the accounting unit. Develops objectives and manages financial activities and policy development with a broad scope of specialized accounting and finance functions including accounts payable, fixed asset/depreciation, Capital Project financial reporting, revenue recognition, escheatment reporting, Procurement Card (P-Card), Travel Card, grants, and direct bill invoices. Plans and coordinates monthly and fiscal closing, assists with internal and external audit, and year-end financial statement reporting. Interpret relevant data and formulate strategies, goals, and policies to implement throughout university operational procedures, ensuring accounting and tax data is accurate. Work with and coordinates activities with internal and external business partners, including 1099 tax reporting, contract management, and legal.	Essential
10%	<u>Communication skills:</u> Communicate financial information in a way which relays information to stakeholders in an easy-to-follow manner. Utilize practical communication skills, both verbally and written, to ensure relevant information is provided in a clear manner to allow stakeholders to be successful in carrying out university policies. Methods of communication include policy development, training, and policy documentation with relevant examples. Regularly train and participate in interactions to exchange or present accounting information on university policies, GAAP, GASB, and IRS Rules	Essential
10%	<u>Accounting software proficiency:</u> Participates in special task forces and Committees as required, i.e., BFCC, DIG, and Banner process improvements and participates in determining business and financial requirements for new systems. Coordinates financial information system (FIS) testing within the department prior to implementation of new software releases. Train university staff on upgrades in FIS software. Manage the creation/deletion of FOPALS (chart of accounts) within the accounting software.	Essential
5%	Special Projects and duties as assigned	Essential

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)	☒	☐	
Associate degree (A.S., A.A.) or two- year technical certificate	☐	☐	
Bachelor's degree	☒	☐	Accounting or related field
Master's degree	☐	☐	
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	☐	☐	
Other (explain)	☐	☐	

EXPERIENCE			
Type of Experience	Required Years of Experience	Preferred Years of Experience	Notes
Accounting	3-5 Years	Choose an item.	
Government/Fund Accounting	Choose an item.	1-2 Years	
ERP Software	Choose an item.	1-2 Years	Ellucian Banner Suite Preferred
CPA or CMA	Choose an item.	No Experience	
Assist in preparing year-end financial statements	Choose an item.	1-2 Years	
Grant Accounting	1-2 Years	Choose an item.	
Supervision	1-2 Years	3-5 Years	
State and Federal tax and regulatory codes	1-2 Years	Choose an item.	

SOFT SKILLS			
Soft Skill	Required	Preferred	Notes
Accounting/finance management principles, practices, and procedures	☒	☐	
Leadership	☒	☐	
Communication skills – written and verbal	☒	☐	

CERTIFICATES, LICENSES, REGISTRATIONS			
(Select all that apply)	Required	Preferred	Please specify required professional license(s), registration(s), and or certification(s), if applicable:
☒ None			
Driver's license	☐	☐	



Eligibility for Professional license, registration or certification	☐	☐	
Professional license	☐	☐	
Registration	☐	☐	
Certification	☐	☐	

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.	☐
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 same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	☐
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.	☐
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.	☐
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.	☒
Level 6	Positions at this level are normally responsible for full managerial responsibility 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.	☐

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.	☐
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



Fiscal Coordinator 2	2
Accountant 2	1
Accountant 1	2
Administrative Program Specialist	1
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:	Choose an item.
Impact of Decision Made:	Choose an item.
Autonomy and Discretion:	Choose an item.
Fiscal Authority:	Choose an item.
Fiscal Responsibilities:	Choose an item.
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)

- | | |
|--|--|
| ☐ Balancing | ☐ Carrying |
| ☐ Climbing | ☐ Crawling |
| ☐ Crouching/ Stooping | ☐ Driving |
| ☐ Feeling/Handling | ☒ Keyboarding/Computer Use |
| ☐ Personal Protective Equipment | ☐ Pulling/Pushing |
| ☐ Reaching | ☐ Regular interaction with customers |
| ☐ Repetitive movement | ☒ Sitting |
| ☒ Speaking | ☒ Specific Work Schedule |
| ☐ Squatting | ☐ Standing |
| ☒ Telephone Use | ☐ Twisting/Bending |
| ☐ Walking/Running | ☒ Writing |

☒ Normal office environment

☐ Animals/Wildlife



Typical Working Environment and Hazards* (check all that apply)

- | | |
|---|---|
| ☐ Chemicals | ☐ Confined Spaces |
| ☐ Darkness/Poor Lighting | ☐ Dust/Fumes |
| ☐ Electrical Hazards | ☐ Explosives |
| ☐ Fire Hazards | ☐ Heights |
| ☐ Human-Source Material (e.g., blood) | ☐ Indoor Temp Extremes (Heat/Cold) |
| ☐ Moving machinery/Heavy Equipment | ☐ Near-Continuous Use of Video Display |
| ☐ Noise | ☐ Pathogens |
| ☐ Potential Combative Work Environment | ☐ Radiation |
| ☐ Traffic | ☐ Vibration |
| ☐ Weather Extremes | |

Lifting Demands*	Choose an item.
Additional Physical Demands or Work Conditions:	
Frequency of Travel*	Choose an item.
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 accommodations, please email us at [employment\[at\]wou.edu](mailto: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



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			
☐ NBAPBUD/NBAPOSN ☐ NBAJOBS ☐ PEAFACT ☐ Electronically Filed			
NOTES:			