



## Accountant – Student Aid & Refunds

**Recruitment #:** S2632  
**Review Date:** Open | Open until filled  
**Department:** Accounting & Business Services  
**Salary Rate:** \$25.00 - \$38.15 [[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 a Hispanic Serving institution, with over 40% of undergraduates being students of color.

### Position Summary:

The Accountant position is located within the Office of Accounting and Business Services (ABS) at Western Oregon University. ABS is responsible for processing and reporting all financial transactions for the university and supports the institution's daily operations by serving faculty, staff, students, suppliers, student sponsors, employees of other state agencies, and the public. This position manages Perkins Loan program accounts, prepares information for required financial aid reports, and performs accounting functions related to grants and scholarship accounts. The Accountant also works closely with the Financial Aid Office to coordinate disbursements, withdrawals, and the return of Title IV funds. Additionally, the position serves as a point of contact for students by responding to questions related to account balances, refund status, payments, and external scholarships.

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

**Required Qualifications:** Please ensure your application materials clearly demonstrate how you meet the following:

- Bachelor's degree with CPA or PA certificate **OR** 30 quarter (20 semester) hours of college-level Accounting courses and three years of professional Accounting experience
- Experience with the following:
  - Preparing journal entries, posting journals to the general ledger, and preparing original general ledger entries — 1–2 years
  - Preparing transactions for recording in records of original entry — 1–2 year
  - Summarizing ledger data into trial balances — 1–2 years
  - Closing accounts at the end of an accounting period — 6–12 months
  - Applying PC spreadsheet, database, and word-processing software — 1–2 years
  - Processing data using a computer — 1–2 years

- Using the Banner database system — 6–12 months
- Strong attention to detail and accuracy in preparing and recording financial transactions
- Ability to organize and clearly document financial information
- Analytical skills to review, summarize, and reconcile financial data
- Effective time management and reliability in completing assigned tasks
- Adaptability and digital literacy in using spreadsheet, database, and word-processing software
- Problem-solving skills and efficiency in processing and managing data using computerized systems

**How to Apply:** Please upload the following required materials within the application portal. Applications missing any of the required documents will not move forward for consideration. Please include only the materials listed below:

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter
3. Resume
4. Reference Check form, [available here](#)
5. 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. 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 Desiree Noah at [noahd@wou.edu](mailto:noahd@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 status of this search, we encourage you to regularly visit our careers page at [wou.edu/hr/employment/jobs/](http://wou.edu/hr/employment/jobs/). Due to the high volume of applications we receive, we are unable to provide individual updates regarding the status of each application. We appreciate your understanding and sincerely apologize for any inconvenience this may cause. Thank you for your interest in employment at Western Oregon University.*