Office Specialist
(Office Specialist 1)

Department: Business Services
Salary Range: $2100 - $2950 monthly
Class: C0103 Recruitment #: S1618
Review Date: Review of applications begins immediately. Position open until filled.

This is a regular, full-time, 12-month position in the Business Services department and is represented by the Oregon Public Employees Union/Service Employees International Union. The Business Services department is responsible for the financial management of the institution and processing and reporting for all financial transactions.

QUALIFICATIONS
• One year of general clerical experience which included typing, word processing, or other generation of documents; OR Completion of courses or training in Office Technology; OR an equivalent combination of training and experience
• Ability to multi-task and complete work assignments with multiple interruptions and distractions
• Candidates must be able to work under pressure and strict time constraints.

**A criminal background check will be required as a condition of employment

DUTIES AND RESPONSIBILITIES:
Accounts Receivable
• Perform account receivable related data entry; respond to routine questions from debtors; assist with maintenance of the financial side of the Student Information System; prepare and mail student billing statements each month; maintain current addresses from revolving charge and emergency loan contracts, envelopes, cashier receipts, and forwarding address forms from the Post Office; search for new addresses in returned bills and refund checks; Revolving Charge Form processing; answer questions from students regarding accounts; review refund checks for accuracy; check escheatment processing; supervise and train student workers for business office

Business Office Receptionist
• Answer phones, greet and direct visitors to appropriate staff; mail distribution, check log, and Financial Information System “Group 1” checks

Other duties as assigned

WORKING CONDITIONS:
• At times, this position will deal with irate students or vendors, either in person or on the phone.

TO APPLY SUBMIT THE FOLLOWING:
1) WOU Employment Application form (available at www.wou.edu/classified)
2) Letter of application that addresses each qualification of the position
3) Resume
4) Contact information for three references

Send to: S1618, Office Specialist, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; OR e-mail to employment@wou.edu; OR fax to: 503-838-8144.

Western Oregon University is an AA/EO/Veteran/Disability employer committed to increasing the diversity of its workforce.