Western Oregon UNIVERSITY

Purchasing, Accounting, and Internal Audit Agent
(Accountant 2)

Department: Business Services
Salary: $3,659 - $5,601
Class: C1203 **Recruitment #:** S1806
Closing Date: Review of applications begins **February 22, 2018.** Position will be open until filled.

This is a regular, full-time, 12-month position in the Business Services Office at Western Oregon University in Monmouth and is represented by the Service Employees International Union/Oregon Public Employees Union. The Business Services Office is responsible for the processing and reporting for all financial transactions for the institution as well as parking and switchboard operation.

QUALIFICATIONS

- Bachelor's degree with CPA/PA certificate AND three years of accounting experience*****
- OR Bachelor's degree with 30 quarter (20 semester) hours of college-level accounting courses AND three years of accounting experience*****
- OR 30 quarter (20 semester) hours of college-level accounting courses AND five years of accounting experience*****

  *** Accounting Experience must include at least <u>six</u> (6) of the following**
  (Attach Supplemental Qualification Document to submission):
  - documenting and resolving problems within an accounting system
  - classifying revenues and expenditures to funds and accounts
  - ensuring accounting system conforms to applicable controls
  - reconciling accounts to general or control ledgers
  - preparing journal vouchers
  - applying accounting principles to one or more functional areas; i.e. AR, AP, etc.
  - tracing errors through accounting system
  - processing data using a computer
  - communicating technical materials orally and in writing
  - applying computer report information
  - knowledge of governmental and fund accounting
  - applying PC spreadsheet, database, and word processing software

- Extensive knowledge of purchasing and procurement policies and practices
- Extensive knowledge of generally accepted accounting principles as well as manual and computerized accounting systems
- Demonstrated ability to work with external auditors as well as analyze independent audit reports
- General knowledge of internal controls, and audit standards and techniques
- Demonstrated ability to write clear and concise reports
- Demonstrated ability to reconcile records

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

We are not considering candidates who require Visa sponsorship support. Additionally, the University typically only considers visa support for employees placed in specialized positions that are continuing regular University appointments.

DUTIES AND RESPONSIBILITIES

- **Campus-Wide Purchasing**: Coordinate procurement cards and processing; Authorize and coordinate WOU's institutional purchasing program; Provide direction and technical advice to all phases of the purchasing process including proper coding of transactions; Provide necessary information to assure that all year-end purchases are

charged to the proper fiscal year.

- **Athletics Accounting Support:** Provide support for the accounting function for athletics, including fiscal reporting; Provide guidance on appropriate internal controls and auditing as needed within athletics.

- **Internal Audit:** International Education Accounting Support: Provide guidance on appropriate internal controls and auditing as needed within the campus including departmental audits.

APPLICATION PROCESS
You may submit all materials online at www.wou.edu/classified

Required Application materials (PDF preferred):

1) WOU Employment Application form available at www.wou.edu/classified
2) Supplemental Experience Sheet
3) Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community.
4) Resume
5) Contact information for three references
6) Copy of unofficial transcripts for highest degree earned

As an alternative, you may submit application materials to:

S1806 Purchasing, Accounting, and Internal Audit Agent, 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.

S1806 – Accounts Receivable
Accountant *Supplemental Qualification Document*

Please specify which of the following qualifies you for *Accounting Experience and attach this sheet as a supplemental document to your application materials. In addition to this checklist, please include specific information in your cover letter that indicates your qualification in each area that you have checked.

***Accounting experience must include at least 6 of the following:**

- ☐ Documenting and resolving problems within an accounting system
- ☐ Classifying revenues and expenditures to funds and accounts
- ☐ Ensuring accounting system conforms with applicable controls
- ☐ Reconciling accounts to general or control ledgers
- ☐ Preparing journal vouchers
- ☐ Applying accounting principles to one or more functional areas; (i.e., AR, AP, etc.)
- ☐ Tracing errors through accounting system
- ☐ Processing data using a computer
- ☐ Communicating technical material orally and in writing
- ☐ Applying computer report information
- ☐ Knowledge of governmental and fund accounting
- ☐ Applying PC spreadsheet, database, and word processing software