



Business Manager (Accounting Technician)

Department: Student Engagement
Salary Range: \$2407 - \$3493 monthly
Class: C0201 **Recruitment #:** S1812
Review Date: Review of applications begins **April 11, 2018**. Position open until filled.

This is a regular, full-time, 12-month position in the Student Engagement office and is represented by the Oregon Public Employees Union/Service Employees International Union. The Student Engagement is a department committed to providing active and passive opportunities for students at WOU to learn more about topics related to involvement, leadership, and social justice at WOU and in society as a whole.

MINIMUM QUALIFICATIONS

- 12 quarter hours (8 semester hours) of Accounting courses **AND** an Associate's Degree in Accounting; **OR**
 - One year of experience that includes entering, compiling and/or reporting financial information; **OR**
 - An equivalent combination of education and experience
- Experience working with budgets, projections, and reconciling accounts
- Ability to organize work effectively
- Working knowledge/skill in the operation of a personal computer and Microsoft Office suite of products
- Excellent customer service skills and an ability to work with a diverse population
- Ability to work with a high degree of independence

Preferred Qualifications

- Previous work in a higher education environment
- Experience with Banner FIS/SIS/HRIS
- Working knowledge of Filemaker, HVAC monitoring, Astra, and/or OrgSync

****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:

- Responsible for tracking, managing, overseeing, advising, and administering budgeting, purchasing, and reconciliation of financial operations within the Student Engagement department
- Responsible for making decisions about purchases within WOU, OAR, and USSE guidelines. This position tracks and monitors budget expenditures from dozens of indexes, tracking revenue and expense projections, managing procurement card and copy machine code operations, billing internal and external constituencies, coordinating department travel, processing personal services contracts, and authorizing or prohibiting purchases
- Responsible for JV's, purchase orders, direct pays, billings, cash accounting, safe operations, reconciliations, budget preparations, and recommendations for Student Engagement

WORKING CONDITIONS:

Work is primarily indoors in a windowless office. Position requires employee to deal with multiple tasks and multiple members of the public while maintain good customer service. Position operates with a great amount of independence. Occasional evening or weekend hours may occur in accordance with Student Engagement departmental large-scale programs.

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) 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.
- 3) Resume
- 4) Contact information for three references
- 5) Copy of unofficial transcript for highest degree earned (if needed to qualify)

As an alternative, you may submit application materials to:

S1812, Business Manager, 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.