



Accounts Receivable Accountant

(Accountant 2)

Department: Accounting & Business Services
Recruitment #: S1976
Application Deadline: Review begins **immediately**. Position open until filled.
Salary Range: \$3696 - \$5657

Benefits:

Western Oregon University's 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/>

Department / Job Summary:

This position is in the Accounting & Business Services Department at Western Oregon University in Monmouth. The Accounting & Business Services office is responsible for the processing and reporting of all financial transactions for the campus. <http://www.wou.edu/business/>

This is a regular, 12-month, full-time position and is represented by the Service Employees International Union/Oregon Public Employees Union (SEIU).

The Accountant is responsible for all fee assessment rules as well as refunding for students. This position performs accounting duties for the deposit and general receivable accounts for all students and all student related third-party billings.

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.

Working Conditions:

Position deals frequently with challenging individuals

Minimum Qualifications:

- Bachelor's degree with CPA or PA certificate and 3 years of accounting experience; **OR**
- Bachelor's degree with 30 quarter (20 semester) hours of college-level Accounting and 3 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 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 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

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

Application Instructions:

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

Required application materials (PDF preferred):

1. WOU Employment Application [available here](#)
2. Supplemental Qualification document
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 also submit application materials to:

S1976, Accounts Receivable Accountant., Human Resources, Western Oregon University, 345 Monmouth Ave N, Monmouth, OR 97361; OR E-mail to employment@wou.edu; OR fax to : 503-838-8144

Western Oregon University (WOU) is a mid-sized public comprehensive university located in the heart of Oregon's lush Willamette Valley. The university serves a large number of first-generation college students. WOU has received national recognition for its commitment and success in serving students. The campus is about 20 minutes from Salem, the state's capital, about 75 minutes from Portland, the state's cultural hub, and a short drive from the Oregon coast, mountains, and other scenic areas. The university is located in an increasingly diverse, bilingual, and rural area in the Willamette Valley. Our student body of about 4800 undergraduate and 600 graduate students enjoys a vibrant and close-knit intellectual community.

Western Oregon University is an AA/EOE/Veteran/Disability employer and is committed to fostering diversity in its student body, faculty, and staff.

Accounts Receivable Accountant – Accountant 2
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.

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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.)

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Knowledge of governmental and fund accounting

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