



Accounting Technician

~Temporary and Part-time Open Pools~

These positions are part-time and are not eligible for benefits

Department: Various
Recruitment #: S-ACT

This recruitment is an open applicant POOL at Western Oregon University for **temporary or part-time** Accounting Technician positions on campus and is represented by the Oregon Public Employees Union/Service Employees International Union. Applications will be reviewed on an “as-needed” basis. In order to maintain an active status within the applicant POOL, applicants will need to reapply in September and March of each academic year.

Accounting Technician: Monthly Salary Range: \$2504-\$3634 (based on 1.0 FTE, salary varies based on hours worked)

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.

Candidates must hold a high standard of customer service, strong interpersonal skills, and the ability to multi-task with accuracy, and work independently.

DUTIES AND RESPONSIBILITIES: Positions in this class may perform some or all of the duties listed:

1. **Bookkeeping.** Creates, reviews, and verifies transactions for accuracy and to ensure audit trail requirements are being met and procedures for recording information have been followed; reconciles individual accounts to Operating or General Ledger balances, tracks errors through the agency's accounting system and makes appropriate reversals or correcting entries; posts entries to and balances accounts; reviews documents for appropriateness and approvals and enters into the computer accounting system; prepares vouchers, allocates charges and credits, assigns account codes, processes travel authorizations and expense reimbursements; enters payable invoices and travel reimbursements into the accounting system. Employees in this class may be responsible for only a few accounts within a large unit or if working in a small department may maintain a complete system of accounts involving a number of individual and control accounts. Some employees in this class may maintain project account records, trust accounts, or cash receipt and deposit accounts, and may review the work of other employees.
2. **Budget Tracking and Preparation.** Provides current and historical budget data such as expenditure and receipt recaps; compares current fund, account, and/or budget balances with budget limits and prepares variance reports; as directed, makes adjustments to budget accounts according to established procedures. Employees in this class may assist an administrative superior with budget preparation

activities such as projecting expenditures, forecasting revenue or filling out budget related documents.

3. **Report Preparation.** Uses accounting records and supporting documentation to compile financial information, budget status reports, and special purpose reports.
4. **Related Clerical Functions.** Checks time card addition; inputs payroll timecard information into HRIS or other system; prepares purchase orders, invoices and reports; assists in equipment inventory; provides general office support as needed, including word processing, copying, filing, mail processing, and receptionist duties.

TO APPLY:

The following is required and must be submitted to the Human Resources Office:

- 1) WOU Employment Application Form available at www.wou.edu/classified
- 2) Cover Letter
- 3) Resume
- 4) Contact information for 3 references
- 5) Copy of unofficial transcripts

Submit documents to: **S-ACT, Accounting Technician POOL**, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; or you may e-mail as an attached document to employment@wou.edu or fax: 503-838-8144.

**Western Oregon University is an equal opportunity employer
committed to increasing the diversity of its workforce.**