



## Business Operations Manager

**Department:** Housing and Dining  
**Recruitment #:** S2004  
**Application Deadline:** Preference given to applications received by **February 7, 2020**. Position open until filled.  
**Salary Range:** \$46,570 - \$56,323

### 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:

Western Oregon University seeks diversity as a foundation of enrichment for our university community. We are an Affirmative Action/Equal Opportunity Employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

The Housing and Dining office is responsible to house students, primarily first-year students, in campus housing and serve meals to residential and retail customers. Housing and Dining is dedicated to excellence by cultivating a healthy, supportive, inclusive, and sustainable living-learning experience. <https://wou.edu/housing/>

This is a regular, 12-month, full-time, unclassified position in the Housing and Dining office at Western Oregon University in Monmouth. The Business Operations Manager, in collaboration with the Housing/Dining Directors, manages the accounting, business, and financial matters for both departments. Responsibilities include: managing financial reporting, budget planning, accounting, and accounts payable. This position oversees staff in completing complex financial analyses to support strategic planning and operating decisions; monitors and reports key financial activity, performance measures, and benchmarks; reviews and analyzes operating statements; manages the processing of accounts payable transactions for housing, residential, and retail operations; supervises, trains, and evaluates staff; provides strong team leadership and builds effective work teams; participates in strategic planning and decision making for both departments; develops, implements, streamlines, and evaluates the business processes, operational plans, procedural manuals, and daily tasks; interfaces with campus personnel and departments on issues of policy, procedure, and compliance regulations, and future system enhancements. This position is also responsible for ensuring University Housing and Dining follows all University policies that apply to the areas managed and serves as the main contact for all internal audits conducted by WOU Business Services and Finance and Administration.

***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.***

### Minimum Qualifications:

- Bachelor's degree with 16 quarter (12 semester) hours of accounting courses; **OR**
- CPA or PA certificate; **OR**
- Five years of experience related to budget development, analysis, and execution (such as analyzing financial information, forecasting program needs, monitoring expenditures, adjusting allotments); **OR**
- 16 quarter (12 semester) or 180 clock hours of accounting courses or a State of Oregon Governmental Accounting Certificate 1 **AND** one year of accounting experience\*\*

**\*\*Accounting experience must include at least three (3) of the following:**

- *preparing transactions to be recorded in records of original entry;*
  - *preparing journal entries, posting from journals to general ledger, or preparing original general ledger entries;*
  - *summarizing data from a ledger to a trial balance;*
  - *closing accounts at the end of an accounting period;*
  - *applying PC spreadsheet, database, and word processing software and processing data using a computer.*
- Commitment to working with diverse colleagues, students, and community members.

#### **Preferred Qualifications:**

- Bachelor's degree in Business Administration, Public Administration, or Accounting **AND** two years' experience related to budget development, analysis, and execution (such as analyzing financial information, forecasting program needs, monitoring expenditures, adjusting allotments)

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

#### **Application Instructions:**

You may submit all materials online at [www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp)

#### **Required application materials (PDF preferred):**

1. WOU Employment Application available at [www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp)
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 transcripts for highest degree earned (if needed to qualify for the position)

**As an alternative, you may also submit application materials to:**

**S2004, Business Operations Manager**, Human Resources, Western Oregon University, 345 Monmouth Ave N, Monmouth, OR 97361; OR E-mail to [employment@wou.edu](mailto: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.**