



Purchasing and Procurement Accountant

(Accountant 1)

Department: Business Services
Recruitment #: S2003
Application Deadline: Review begins January 28, 2020. Position open until filled.
Salary Range: \$3467 - \$5292

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 Business Services department at Western Oregon University in Monmouth. The Business Services Office is responsible for the processing and reporting for all financial transactions for the institution. The operation of the office directly affects each of the institution's employees, students, and suppliers, student sponsors, some employees of other state agencies, and some members of the public. The office's operations are vital to the independent operation of the institution. <https://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 Purchasing and Procurement Accountant is responsible for the coordination of all purchasing on campus; administration of the Procurement Card program; approval of all invoices; and coordination of contracts.

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 CPA or PA certificate; **OR**
 - Bachelor's degree with 30 quarter (20 semester) hours of college-level Accounting, **OR**
 - 30 quarter (20 semester) hours of Accounting courses and three years of Accounting experience**.
- Extensive knowledge of purchasing and procurement policies and practices
- Extensive knowledge of generally accepted accounting principles and manual and computerized accounting systems
- General knowledge of internal controls
- Skill in reconciling contradictory and/or incomplete records
- Ability to provide clear communication and customer service excellence whether in-person, E-mail, or telephone

**Accounting experience must include at least 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;
- Processing data using a computer.

Preferred Qualifications

- General knowledge of audit standards and techniques
- Ability to work with external auditors, as well as analyze independent audit reports

****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 for Accountant 1
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:

S2003, Purchasing & Procurement 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.

Accountant 1

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 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;
- Processing data using a computer