



Western Oregon
UNIVERSITY

Classified Position Description

☐ New ☒ Revised

Section 1: Position Information

Class Title: Accountant 2
Class Number: C1203
Position Number: 00018
Working Title: Accounts Receivable Accountant 2
Work Unit: Accounting & Business Services
Work Location (City-County): Monmouth-Polk
Employee Name:
Effective Date: 07/30/2019

Position: ☒ Regular ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

FSLA: ☐ Exempt – Not eligible for overtime ☒ Non-Exempt – Eligible for Overtime

Section 2: Program/Position Information

Describe the program in which this job exists. Include program purpose, who's effected, size, and scope. Include relationship to agency mission.

This position is located in the Western Oregon University office of Accounting and Business Services. This office is responsible for the processing and reporting of all financial transactions for the campus. The operation of the office directly affects each of the institution's employees, students, suppliers, student sponsors, employees of other state agencies, and members of the public. The office's operations are vital to the independent operation of the campus. The office has thirteen employees excluding students.

Describe the purpose of this position, and how it functions within this program, by completing this statement:

The purpose of this job/position is to . . .

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

Section 3: Description of Duties

List major duties. Note the percentage of time that the duties are performed. If this is an existing position, mark "N" for new duties or "R" for revised duties. To comply with the American Disability Act, identify the duty as "essential function" by marking the duty with EF.

<u>% of Time</u>	<u>N/R</u>	<u>DUTIES</u>
50	EF	Accounts Receivable: Retain supporting documents for receivable charges. Reviews Institutional Loan Notes for accuracy and completeness Responds to debtor and departmental receivable questions Responsible for generating and mailing monthly billings Responsible for file maintenance and receivable data entry Recommends and implements changes to receivable systems and policy Runs appropriate processes to keep accounts current (interest, late fees, holds, etc.) Process registration holds Process bankruptcy paperwork Process rate code paperwork associated with GTAs, Staff, Teacher Vouchers, etc. Check web payments as needed for accuracy Balance and clear clearing funds/accounts Verify charges and payments are posted to correct term Process general receivable accounts that have been turned over to an outside collection agency Answers questions related to accounts that have been assigned to an outside agency Completes HB3509 reporting for WOU that is submitted to DAS Process and coordinate all third party receivable documents
10	EF	Refunds: Generates SIS refunds Intercepts and applies institutional and state refunds to outstanding debts
35	EF	Student Information System (SIS): Set up and maintain all detail codes and accounts in the system. Coordinates with the Registrar's Office and other offices as needed
5	EF	Other Duties: Other duties as assigned

Section 4: Working Conditions

Describe special working conditions that are a regular part of this job. Include frequency of exposure to these conditions.
Frequent contact with hostile individuals.

Section 5: Guidelines

List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures.

WOU fiscal policies and procedures are used.

Banner SIS manual for system utilization and instructions.

AR Accountant desk manual is used for job processes and procedures.

How are these guidelines used to perform the job?

These guidelines are used to assure that receivables are in compliance with State and University wide guidelines.

Section 6: Work Contacts

With whom, outside of co-workers in this work unit, must this position regularly come in contact?

<u>Who Contacted</u>	<u>How</u>	<u>Purpose</u>	<u>How Often?</u>
Debtors	Phone/Person/Email	Receivable Questions	Daily
Registrar's Office Staff	Person/Phone/Email	SIS Issues	Frequently
Department Staff	Phone/Person/Email	Receivable Questions	Weekly
Auditors	Phone/Person	Information/Problem Resolution	Occasionally

Section 7: Job Related Decision Making

Describe the kinds of decisions likely to be made by this position. Indicate effect of these decisions where possible.

This position makes decisions related to receivables credit and collection. These decisions can have a large impact on public relations and cash flow.

Section 8: Review of Work

Who reviews the work of this position? (List classification title and position number.) How? How often? Purpose of the review?

This position is reviewed on an exception basis and annually by the Bursar. This review is performed as prescribed by WOU policy guidelines. This position is also subject to audit by the Secretary of State's Division of Audits, WOU internal audit, and external auditors.

Section 9: Lead Work or Coordination of Duties

Which of the following lead work/coordination activities does this job perform?

- | | | |
|---|--|--|
| <input type="checkbox"/> Trains Employees | <input type="checkbox"/> Directs Work Procedures | <input type="checkbox"/> Provides Informal Work Review to Supervisor |
| <input type="checkbox"/> Assigns Work | <input type="checkbox"/> Reviews Work | |

What percentage of time does this position perform these duties? _____ % For how many employees? _____

Section 10: Additional Job-Related Information

Any other comments that would add to an understanding of this position:

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

Bachelor's degree with a CPA or PA certificate and three years of accounting experience*, **OR**

Bachelor's degree with 30 quarter (20 semester) hours of accounting courses and three years of accounting experience*; **OR**

30 quarter (20 semester) hours of college-level accounting courses and five years of experience*.

*Accounting experience must include at least 6 of the following:

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.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate in what area, how much (biennially) and type of funds:

Section 11: Organizational Chart

Complete the chart below:

Reviewer Name & Title	Ana Karaman, VP for Finance and Administration	
Supervisor Name & Title	Dona Vasas, Bursar	Names & titles of those for whom this employee provides lead work
Employee Name & Title	Vacant – Accounts Receivable Accountant 2	<div></div>
Name and Title of other employees reporting to the same supervisor	Dawn Brown – Financial Aid Accountant	<div></div>
	Jessica Shumake – Revenue Agent 2	<div></div>
	Katie Rupp – Cashier 2	<div></div>
		<div></div>

_____ Supervisor - Print Name Here	_____ Supervisor – Sign Here	_____ Date
_____ Reviewer – Print Name Here	_____ Reviewer – Sign Here	_____ Date
_____ Employee - Print Name Here	_____ Employee – Sign Here	_____ Date
<u>Judy Vanderburg</u> _____ Appointing Authority – Print Name Here	_____ Appointing Authority – Sign Here	_____ Date