

Accounting Technician

Recruitment #:	S2233
Review Date:	Immediate review Open until filled
Department:	University Housing & Campus Dining
Salary Rate:	\$2,739-\$4,007 [10 Step Range]

Job Summary:

The Accounting Technician will provide support and administrative services to the Campus Dining and University Housing programs. This person will manage the bookkeeping to record, examine, and reconcile expenditure and revenue transactions while maintaining accountability in accordance with statutory requirements, university policy, and general accounting principles and procedures. The Accounting Technician will perform related clerical work as required and will include duties related to cash handling, purchasing, and accounts payable/receivable.

Women, members of the LGBTQIA+ community, and BIPOC people may be less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best fit for the job. We would encourage you to apply, even if you don't meet every one of our qualifications listed.

Minimum 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.

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

Required Application materials:

1. WOU Employment Application form [available here for classified positions](#)
2. Resume

Employee COVID-19 Vaccine Requirement:

All WOU students and employees are required to be fully vaccinated against COVID-19. All newly hired employees must meet the vaccination requirement or file an exemption prior to their first day of employment.

Benefits:

Western Oregon University 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/>

Application materials:

Contact information for three professional references will be requested from finalists.

Background/Education Check:

A criminal background and education check will be completed as a condition of employment.

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment@wou.edu and we will work with you to meet your accessibility needs.

Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.