



## Sponsored Projects Accountant

<b>Recruitment #:</b>	S2245
<b>Review Date:</b>	Immediate review   Open until filled
<b>Department:</b>	Sponsored Projects Office
<b>Salary Rate:</b>	\$3650 - \$5570 [ <a href="#">10 step range</a> ]

### Position Summary:

The Sponsored Projects Accountant manages the post-award financial processes for select grants secured by various WOU Centers and Institutes and provides accounting support to SPO operations. This position is located in the Sponsored Projects Office (SPO). The SPO serves as a liaison with sponsors and provides oversight and compliance review of sponsored project proposals and awards campus-wide.

Women, BIPOC people, veterans, people who identify as LGBTQ+, and people with disabilities are highly encouraged to apply for this position, even if you don't meet every one of our qualifications listed. We are most interested in finding the best fit for the job.

### Minimum Requirements:

- Bachelor's degree with a CPA or PA certificate; OR
- Bachelor's degree with 30 quarter hours (20 semester) hours of college-level Accounting; OR
- 30 quarter hours of Accounting courses and three years of Accounting experience
- 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.

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

### Application materials:

1. WOU Employment Application form [available here](#) - classified
2. Cover Letter that addresses each qualification of the position.
3. Resume

### Application materials:

Contact information for three professional references will be requested from finalists. Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

### Background/Education Check:

A criminal background check will be completed as a condition of employment; an education check will be processed for positions requiring a formal degree as a minimum requirement.

### 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/>

**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](mailto:employment@wou.edu) and we will work with you to meet your accessibility needs.