



Position Description - Classified

Purpose of the PD:

- To record the essential functions of the position
- To record special requirements
- To record required knowledge and skills to perform the duties of the position
- To record special working conditions
- To aid in recruitment and selection
- To establish Management's expectations
- To provide a base for managing performance

Position Status:

Working Title		Position Number
Accountant & Purchasing Agent		E99898
Classification Title		Classification #
Accountant 1		C1202
Position Type (FT/PT / Limited Duration)	Regular / Academic Year / Seasonal / Intermittent	FLSA Status
FT	Regular	D
Work Location		Department / Division
WOU Monmouth Campus		Business Services
Reports to		Reports to Position Number
Heather Brophy		E
Incumbent		University ID #
y		

Program Information:

A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.

This position is located in the Western Oregon University Business Office. The Accounting and Business Office is responsible for the processing and reporting for all financial transactions for the institution. The operation of this 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.

B. Describe the purpose of this position and how it functions within this program.

This position is responsible for the administration of the Procurement Card (P-Card) program, invoice approval, bank reconciliations, journal voucher documentation and entries, P-Card and invoice training for end users, and assist in month-end and year-end closing process. Additionally, assist on the policy teams and financial projects as needed.

Position Information and Qualifications:

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate "E" = Essential, "R" = Revised	
Percent of Time	Duties
40% E	<p>Campus Wide Purchasing</p> <p>This position is the purchasing accountant for campus including procurement card (P-Card) coordination and processing. This includes training end users on the procurement process and allowable spending as well as on the Banner P-Card module. Reviews all procurement card transactions to ensure department's compliance with University Purchasing and Procurement policies. The position has frequent contact with university employees and the bank to perform credit card maintenance and resolve issues.</p>
40% E	<p>Invoice Approval</p> <p>This position reviews and approves all invoices by ensuring proper account codes, vendor invoice number, addresses, and the like are correct and documentation, including valid contracts, are included with the transactions. Assists with month-end closing tasks.</p>
5% E	<p>Bank Reconciliation/Journal Voucher</p> <p>Performs monthly bank reconciliations, prepares and documents journal vouchers, assists departments with inter-departmental journal vouchers and performs other accounting related functions as needed.</p>
10% E	<p>Year End Duties</p> <p>Duties performed include, but are not limited to, : 1) journal entries to accrue and reverse accounts payable, 2) journal entries to accrue and reverse accounts receivable, 3) accrued current and multi-year prepaid expenses and reclassify them to the appropriate fiscal year(s) and assist with GASB related worksheets in support of financial statement preparation.</p>
5% E	<p>Year End Duties</p> <p>Special projects and other duties as assigned.</p>

Working Conditions:

Describe special working conditions, if any, that are a regular part of this job. Include frequency of exposure to these conditions.

This position is the key contact with the bank for procurement and travel cards, provides accounting support to departmental staff on campus, and train staff in the proper use of banner procurement card module and DocStar.

Guidelines:

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

Fiscal Accounting Policy Manual
WOU Policies
State and Federal Statutes
Audit Standards

How are these guidelines used to perform the job?

Provide guidelines for accounting and institutional rules and policy standards.

Work Contacts:

Who contacted	How (email /)	Purpose	How often?
Business Office	Person	Normal Business Activity Problem Resolution	Daily
Departmental staff	Person/phone/email	Administration of P-Card, purchasing policy guidelines, Banner issues	Daily
Bank	Phone/email	Administration of P-Card and purchasing policy guidelines	Frequently
Vendors	Phone/email	Problem Resolution	As Needed

Job Related Decision Making:

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

This position will determine whether documentation is adequate to support a transaction and will analyze internal procedures and controls. The employee will recommend to the Director of Accounting and Business Services changes to office and campus policy, procedures, and practices as needed. The employee will manage and train end users on the P-Card, purchasing, JV, and invoice procedures.

Review of work:

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

This position is reviewed by exception, and annually by the Director of Accounting and Business Services for conformance of acceptable purchasing, accounting and auditing standards. Specific reviews will be done of major projects.

Additional Job-Related Information:

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

This position will occasionally assist other Business Office staff to cover absences such as vacation or personal emergencies.

Special Requirements / Preferred Qualifications

Bachelor's Degree with 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

Extensive knowledge of purchasing and procurement policies and practices

Extensive Knowledge of GAAP and manual and computerized accounting systems

General knowledge of internal controls and of audit standards and techniques

Excellent verbal communication in presentation to end users

Diplomatic and tactful in dealing with stakeholders

Skill in reconciling contradictory and/or incomplete records

Skill in writing clear and concise reports

Ability to work with internal and external auditors as well as analyze independent audit reports.

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

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Heather Brophy	 2/14/23
Reviewer (VP / Director)	Reviewer Signature / Date
Shadron Lehman	 2/15/2023
Appointing Authority (Human Resources)	Appointing Authority Signature / Date

HR USE ONLY:

Received by		Date	
Position Class # (Ex. C0104)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			

	NBAPBUD / NBAPOSN
	NBAJOBS
	PEAFACT
	Electronically Filed