

Purchasing & Procurement Accountant

[Accountant 1]

Recruitment #:	S2309
Review Date:	Immediate review Open until filled
Department:	Business Services
Salary Rate:	\$3,741 - \$5,709

Position Summary:

The Purchasing & Procurement Accountant 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 the month-end and year-end closing process. Additionally, assist on the policy teams and financial projects as needed.

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.

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

Minimum Requirements:

- 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. *
- Transcripts must be submitted for all required and/or related courses. All courses must be from accredited colleges, universities, or private vocational schools.
- 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.

Women, Black, Indigenous and People of Color, veterans, people who identify as LGBTQ+, and people with disabilities are highly encouraged to apply for this position, even if they do not meet qualifications exactly as listed. We are most interested in finding the best person to fulfill this role within our university community, and that candidate may be someone with transferable skills and experience rather than exact qualifications.

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

Required Application materials: You may submit all materials online at www.wou.edu/prostaffapp

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

Additional Application information:

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

Background/Education Check:

A criminal background check will be completed as a condition of employment. Education checks are 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.

Accommodation Requests:

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.

Please note that due to the volume of resumes received, we are unable to contact each applicant regarding the status of each position or reply to candidates' inquiries via phone or email.