



Housing Accounting Technician

Recruitment #:	S2388
Review Date:	Immediate review Open until filled
Department:	University Housing/Student Affairs
Salary Rate:	\$2,807 - \$4,107 [Salary Steps]

About Western Oregon University:

Western Oregon University is a regional public, mid-sized university – committed to changing lives, strengthening communities, and transforming our world. Located in Monmouth, the heart of Oregon’s lush Willamette Valley, WOU is about 20 minutes from Salem, the state’s capital and about 75 minutes from Portland, the state’s cultural hub.

Western is one of Oregon’s oldest public institutions of higher education and was incorporated into the state system as a teacher training institution in 1882. The university offers undergraduate and graduate degrees in arts and sciences, education, and professional areas. It’s known for small class sizes, a focus on sustainability and a diverse liberal arts education in a student-centered environment. Western is an emerging Hispanic Serving institution, with 37% of undergraduates being students of color.

Position Summary:

The Accounting Tech serves the needs of the WOU student population by organizing financial and billing functions for ~1,150 University Housing residents. The Accounting Technician develops contractual, billing, and overall office policies and procedures. Responsibilities include management of large, complicated data structures, and advising students. The position collaborates with a number of Housing and University staff. This position oversees Procurement Cards, Account Reconciliation, Student Eligibility, Student Billing and Contracts, and invoicing for conferences.

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

Minimum Requirements:

- 12 quarter hours (8 semester hours) of Accounting courses **AND**
- An Associates 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.
- Transcripts must be submitted for all required and/or related courses. All courses must be from accredited colleges, universities, or private vocational schools.

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

1. WOU Employment Application form [available here](#) - classified staff
2. Cover Letter that addresses your qualifications for the position.
3. Resume
4. Unofficial transcripts for the highest degree earned

Western Oregon University is looking for equity-minded applicants who demonstrate a sensitivity to and appreciation for the complexity of the world. We draw our strength as a community from our variety of backgrounds, abilities, cultural experiences, identities, knowledge domains and means of expression. Women, Black, Indigenous and people of color, veterans, people who identify as LGBTQIA+, and people with disabilities are highly encouraged to apply for this position. All interested individuals are encouraged to apply even if they do not meet every one of the preferred qualifications listed.

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. Education checks are processed for positions requiring a formal degree as a minimum requirement.

Benefits:

Western Oregon University offers an excellent benefits package which includes 95% premium paid healthcare, a generous pension/retirement package, internal grant funding for [travel and professional development](#) [also see [CBA Article 22](#)], start-up package for lab supplies and equipment, and reduced tuition rates for employee, spouse, and dependents 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.

Veterans Preference

Applicants are eligible to use Veterans' Preference when applying with Western Oregon University in accordance with ORS 408.225, 408.230 and 408.235; and OAR 105-040-0010 and 105-040-0015. Preference will be given only if the applicant meets the minimum criteria of the position and electronically attaches the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtml>

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.