



POSITION DESCRIPTION

POSITION INFORMATION	
Position Title	Today's Date
Accountant 1	3/1/2024
Position Classification	Appointment (9mos. / 12 mos. / Other)
Classified	12-Months
Normal Position Work Dates	FLSA
07/01 - 06/30 (12 Months)	Non-Exempt (Overtime Eligible)
FTE (1.0 is Full-Time)	Classification Title (Classified Only)
Full time	Accountant 1
Department/Division	Work Location
Business and Accounting Services	Monmouth Campus
Reports to	Reports to Position Number
Bursar	E99702
Incumbent	Position Number
TBD	E98014

SUMMARY
Please provide a brief summary of the position.
The Accountant 1 position is responsible for supporting the Bursar/University with financial transactions associated with university wide deposits for departments and auxiliaries, processing tuition cash and credit card payments complying with University policy and Generally Accepted Accounting Principles (GAAP) and audit standards, assist with year end close and audit requests, and special projects/policy updates.

PRIMARY DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and incidental duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The position description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

JOB DUTIES		
JOB DUTIES (Please ensure the total of "% of Time" equals 100%)		
% of Time	Duties / Responsibilities	Essential or Incidental
75%	<p>Cash/credit card Accounting Applies relevant generally accepted accounting methods and controls for multiple functional areas and maintains documentation and/or processes.</p> <p>Maintains security of all cash and related audit documents associated with transactions.</p>	Essential

	<p>Processes all financial transactions associated with university wide deposits for departments and auxiliaries daily and ensures receipts reflect proper account codes and maintain audit documentation.</p> <p>Processes all tuition cash and credit card payments complying with University policy, ensuring student accounts properly reflect transactions daily and ensuring receipts reflect proper account codes and maintain audit documentation .</p> <p>Balance and maintain daily cash summaries to various reports, credit card deposits, and ACH transactions and prepare daily deposits. Works with ABS Staff on reconciliation to various bank accounts, USSE, and Oregon State Treasury and if adjustments are required, prepare corrections and supporting documentation.</p> <p>Oversee, control, and perform annual audit of petty cash held across multiple departments, ensures petty cash is replenished prior to year-end, and coordinates with departments on acquisition of additional cash, as appropriate.</p> <p>Reconciles and follows up on non-sufficient fund (NSF) checks, maintaining relevant documentation and reflecting occurrence on appropriate accounts.</p> <p>Disburse checks for financial aid, travel advances, institutional loans, and the like ensuring proper identification is verified.</p> <p>Monitor check reports and positive pay, working with the University Treasurer to rectify errors.</p> <p>Oversees reports that reflect failed transactions and works with various stakeholders to rectify.</p>	
15%	<p>Year-End and Audit Support</p> <p>Assist with document retrieval, variance analysis, and support for year-end close and annual audit for auditors as requested.</p> <p>Perform year end audit of all petty cash accounts university wide.</p> <p>Provide accurate year end cash reports that support annual financial statements.</p>	Essential
10%	<p>Other Duties/Special Projects</p> <p>Other duties include, but are not limited to, revolving charge form processing, participation in committees and work groups, assisting with policy review and recommendations, ad hoc analysis, and providing back up support for co-workers, as needed.</p>	Essential

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities are below. **For classified positions, please see classification specifications found online at <https://fa.oregonstate.edu/classification-specifications>** to assist with the particular specifications for the position. Please contact Human Resources with questions.

EDUCATION

Type of Education	Required	Preferred	Specific field, training, or degree
High School Diploma or equivalent (GED)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Associate degree (A.S., A.A.) or two- year technical certificate	<input type="checkbox"/>	<input type="checkbox"/>	
Bachelor's degree	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> 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.
Master's degree	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Doctoral degree or equivalent (Ph.D., J.D., Ed.D.)	<input type="checkbox"/>	<input type="checkbox"/>	
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	

EXPERIENCE			
Type of Experience	Required Years of Experience	Preferred Years of Experience	Notes
Basic Accounting Knowledge must include:	1-2 Years	3-5 Years	Preparing transactions to be recorded in original entry; Preparing journal entries, posting from journals to general ledger; summarizing data from a ledger to a trial balance; closing accounts at the end of accounting period; applying PC spreadsheet, database and word processing software; processing data using a computer
Cash Handling	6-12 Months	2-3 Years	
Lead project work	0-6 Months	6-12 Months	
Excel	6-12 Months	1-2 Years	
Banner Software	No Experience	6-12 Months	
Assist with policy development	No Experience	0-6 Months	
Familiarity with researching statutes, regulations, and other guidelines and interpretations	0-6 Months	1-2 Years	

SOFT SKILLS			
Soft Skill	Required	Preferred	Notes
Proficient in managing challenging interpersonal situations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Strong Communication Skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

CERTIFICATES, LICENSES, REGISTRATIONS			
(Select all that apply)	Required	Preferred	Please specify required professional license(s), registration(s), and or certification(s), if applicable:
<input type="checkbox"/> None			
Driver's license	<input type="checkbox"/>	<input type="checkbox"/>	
Eligibility for Professional license, registration, or certification	<input type="checkbox"/>	<input type="checkbox"/>	
Professional license	<input type="checkbox"/>	<input type="checkbox"/>	
Registration	<input type="checkbox"/>	<input type="checkbox"/>	
Certification	X	<input type="checkbox"/>	CPA or PA certificate

SUPERVISION			
Check the box next to each supervision level utilized by this position.			
Level 1	Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees.	<input checked="" type="checkbox"/>	
Level 2	Lead Capacity: Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in the same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.*	<input type="checkbox"/>	
Level 3	Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions.	<input type="checkbox"/>	
Level 4	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt.	<input type="checkbox"/>	
Level 5	Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors.	<input type="checkbox"/>	
Level 6	Positions at this level are normally responsible for full managerial responsibilities including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments.	<input type="checkbox"/>	
SUPERVISION CONTINUED			
Level 7	The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their	<input type="checkbox"/>	

staff. Final managerial authority and responsibility rests at this level.	
If Level 3 or above is selected, please list direct reports:	
Job Title (i.e., "Student Employee," "Office Specialist 1")	Number of Employees Supervised with this Job Title
Student Employee	1

*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire, and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

DECISION MAKING & FISCAL RESPONSIBILITY	
For full definitions of terms in the drop-down lists please see the Position Description Writing Guide on the Human Resources Forms Page .	
Scope of Decisions Made:	Directed
Impact of Decision Made:	Position
Autonomy and Discretion:	Some Discretion
Fiscal Authority:	None
Fiscal Responsibilities:	None
Operating Budget (\$):	\$
Grant Funding (\$):	\$
Number of Grants:	
Foundation Funding (\$):	\$
Number of Foundation Funds:	
Agency (WOU) Funding (\$):	\$

WORKING CONDITIONS		
Typical Work Functions* (check all that apply)	<input type="checkbox"/> Balancing	<input type="checkbox"/> Carrying
	<input type="checkbox"/> Climbing	<input type="checkbox"/> Crawling
	<input type="checkbox"/> Crouching/ Stooping	<input type="checkbox"/> Driving
	<input type="checkbox"/> Feeling/Handling	<input checked="" type="checkbox"/> Keyboarding/Computer Use
	<input type="checkbox"/> Personal Protective Equipment	<input type="checkbox"/> Pulling/Pushing
	<input checked="" type="checkbox"/> Reaching	<input checked="" type="checkbox"/> Regular interaction with customers
	<input checked="" type="checkbox"/> Repetitive movement	<input checked="" type="checkbox"/> Sitting
	<input checked="" type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Specific Work Schedule
	<input type="checkbox"/> Squatting	<input checked="" type="checkbox"/> Standing
	<input checked="" type="checkbox"/> Telephone Use	<input type="checkbox"/> Twisting/Bending
	<input type="checkbox"/> Walking/Running	<input checked="" type="checkbox"/> Writing

Typical Working Environment and Hazards* (check all that apply)	<input checked="" type="checkbox"/> Normal office environment	<input type="checkbox"/> Animals/Wildlife
	<input type="checkbox"/> Chemicals	<input type="checkbox"/> Confined Spaces
	<input type="checkbox"/> Darkness/Poor Lighting	<input type="checkbox"/> Dust/Fumes
	<input type="checkbox"/> Electrical Hazards	<input type="checkbox"/> Explosives
	<input type="checkbox"/> Fire Hazards	<input type="checkbox"/> Heights
	<input type="checkbox"/> Human-Source Material (e.g., blood)	<input type="checkbox"/> Indoor Temp Extremes (Heat/Cold)
	<input type="checkbox"/> Moving machinery/Heavy Equipment	<input type="checkbox"/> Near-Continuous Use of Video Display
	<input type="checkbox"/> Noise	<input type="checkbox"/> Pathogens

<input type="checkbox"/> Potential Combative Work Environment <input type="checkbox"/> Traffic <input type="checkbox"/> Weather Extremes	<input type="checkbox"/> Radiation <input type="checkbox"/> Vibration
--	--

Lifting Demands*	Up to 10 pounds
Additional Physical Demands or Work Conditions:	
Frequency of Travel*	Up to 10%
Work Schedule (if not typical or specified)	

ADDITIONAL REQUIREMENTS

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. Reference checks will be conducted.

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 accommodation, please email us at employment@wou.edu and we will work with you to meet your accessibility needs.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Heather Brophy	
Reviewer (VP / Director)	Reviewer Signature / Date
HR Director	HR Director Signature / Date

HR USE ONLY:

Received by:	Date
--------------	------

--	--

Position Class #:	Employee Class	Job Location	Appointment Percent
CUPA-HR#/Title	NOC Code	Category Code	SOC Code

Actions Taken

NBAPBUD/NBAPOSN NBAJOBS PEAFACT Electronically Filed

NOTES: