



Accountant 1 (Cashier)

Recruitment #:	S2436
Review Date:	Immediate review Open until filled
Department:	Accounting & Business Services
Salary Rate:	\$3741 - \$5709 [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 41% of undergraduates being students of color.

Position Summary:

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. The Accountant 1 will assist with year end close and audit requests, and special projects/policy updates.

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

Required Qualifications:

- Bachelor's degree with CPA or PA certificate; **OR**
- Bachelor's degree with 30 quarter (20 semester) hours of college-level Accounting, **OR**
- Proven track record of taking the lead on projects, showcasing strong organizational and leadership skills.
- Familiarity with researching statutes, regulations, and other guidelines, as well as interpreting and implementing them effectively.
- Proficiency in utilizing Microsoft Excel for data analysis, financial modeling, and reporting purposes.
- Proficient in managing challenging interpersonal situations
- Strong communication abilities in navigating diverse and demanding interactions
- 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.*

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

1. WOU Employment Application form [available here](#) - classified/faculty
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 reserves visa support exclusively for tenure-track faculty members occupying specialized roles essential to the university's sustained academic endeavors, ensuring continuity and institutional advancement.

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 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\[at\]wou.edu](mailto:employment[at]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 attach the required documentation at the time of application. For information regarding Veterans' Preference qualifications, visit <http://www.oregonjobs.org/DAS/STJOBS/vetpoints.shtmlq>

To stay informed about the progress of this search, we invite and encourage you to explore our career page at wou.edu/hr/employment/jobs/. Unfortunately, due to the volume, it is challenging for us to offer

individual updates on the status of each application, and for that, we sincerely regret any inconvenience. We thank you for your patience and interest in employment at Western Oregon University.