



Capital Project and Reporting Analyst

Recruitment #: S2467
Review Date: Immediate review | Open until filled
Department: Accounting & Business Services
Salary Rate: \$5278 - \$8095 [[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 **Capital Project and Reporting Analyst** position is responsible for the execution, coordination, and analysis of various capital and fixed assets accounting functions for the university, servicing and responding to a plethora of vendors/departments, and with reporting to various in-state and out-of-state agencies. Internal responsibilities span the review and verification of documentation to ensure it is in line with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), Western Oregon University policies, grant compliance, and provide transparency for the universities financial statements. Additionally, this position is responsible for the tracking and maintaining university and lease and software integrity (SBITA) for financial statement reporting in compliance with GASB rules.

Additionally, the incumbent is responsible for the development of asset policy and training of university staff, and the monthly and year end reconciliation of a multitude of accounts associated with the university financial statements. This audit and reconciliation process and resulting documentation and analysis are integral to the integrity of the university annual financial statements.

This position is also responsible for the reconciliation of the balance sheet accounts payable reporting at year end and its associated notes on the annual financial statements. This position is the backup for all the GASB accounts and a multitude of /reconciliation associated with the financial statements.

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

Required Qualifications:

Twenty four (24) quarter, 16 semester or 240 clock hours of accounting courses and three years of *accounting experience; OR a CPA or PA certificate and three years of *accounting experience.

*Accounting experience must include at least 8 of the following:

- creating policies and procedures for fiscal operations;
- assuring that accounting system reflects program/agency operations;
- analyzing impact of regulations/changes on accounting budgeting systems;

- assuring fiscal transactions comply with accepted accounting practices, policies, and procedures;
- formulating and recommending corrective actions as well as accounting system improvements;
- developing and monitoring system generated reports,
- preparing and distributing a variety of fiscal reports;
- applying computer spreadsheets and accounting software;
- responsibility for an organization's total accounting functions;
- knowledge of governmental and fund accounting;
- analyzing and interpreting financial data;
- applying audit standards to internal procedures;
- communicating technical material orally and in writing;
- solving accounting system and application problems;
- preparing budgetary and GAAP financial statements;
- ensuring compliance with federal/state laws and administrative policies.

On your application, be specific in addressing your training and/or experience to the areas listed in the minimum qualifications.

All courses must be from accredited colleges, universities, or private vocational schools.

Transcripts must be submitted for all required and/or related courses.

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/CV
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 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.shtml>

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.