**Temp Accountant 1**

**Please see Special Instructions for more details.**

Applications will be reviewed based on the information submitted on the employment profile with education and work history along with any other requested documentation i.e. posting specific question responses, transcripts, etc. **Your profile MUST clearly show how you meet the minimum/required qualifications for the position.** Resumes are NOT accepted at the application stage for classified staff positions. Answer to Supplemental Questions can be uploaded as Other Document 1. Typically, the starting salary is at the lower end of the salary range. For additional information please contact: Angela Williamson, angela.williamson@oregonstate.edu OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the criminal history check requirement. Transcripts must be submitted for all required and/or related courses. All courses must be from accredited colleges, universities, or private vocational schools. The online application system will allow you to attach your transcripts if the PDF file is 9MB or less. If over 9MB in size, submit to contact person listed. Transcripts must be received by the closing date if not uploaded with your application.

**Position Details**

|  |  |  |
| --- | --- | --- |
| Position Information | | |
| **Department** | | Univ Admin Business Ctr (QBC) |
| **Classification Title** | | Temp Accountant 1 |
| **Job Title** | | Temp Accountant 1 |
| **Appointment Type** | | Temporary Staff |
| **Job Location** | | Corvallis |
| **Position Appointment Percent** | | 50 |
| **Appointment Basis** | | 12 |
| **Pay Method** | | Hourly |
| **Min Salary** | | $19.42 |
| **Max Salary** | | $29.64 |
| **Employment Category** | | Temporary |
| **Position Summary** | | This recruitment will be used to fill one part-time (approximately 20 hours per week) Temporary Accountant 1 position for the University Administration Business Center at Oregon State University (OSU).  The purpose of this position is to assist management in the University Administration Business Center by providing accounting, analysis, invoice processing and distribution of expenditures of our purchasing card for various University Administration Business Center customers. |
| **Position Duties** | | 75% invoice processing 25% purchasing card expenditure distribution |
| **Minimum Qualifications** | | 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\* \*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. Transcripts must be submitted for all required and/or related courses. All courses must be from accredited colleges, universities, or private vocational schools. |
| **Additional Required Qualifications** | | This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a Criminal History Check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in Youth Programs may have additional Criminal History Checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the Criminal History Check Requirement. |
| **Preferred (Special) Qualifications** | | Demonstrable commitment to promoting and enhancing diversity. |
| **Working Conditions / Work Schedule** | | Typical office environment M-F |
| **This position is deemed essential and the incumbent may be expected to report to work during inclement weather, emergency and other University work curtailments or closures.** | | No |
| **This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.** | | No |
| Posting Detail Information | | |
| **Posting Number** | P01724CT | |
| **Number of Vacancies** | 1 | |
| **Anticipated Appointment Begin Date** | 09/15/2018 | |
| **Anticipated Appointment End Date** | 02/15/2019 | |
| **Posting Date** | 08/17/2018 | |
| **Full Consideration Date** |  | |
| **Closing Date** | 08/27/2018 | |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants | |
| **Special Instructions to Applicants** | Applications will be reviewed based on the information submitted on the employment profile with education and work history along with any other requested documentation i.e. posting specific question responses, transcripts, etc. **Your profile MUST clearly show how you meet the minimum/required qualifications for the position.** Resumes are NOT accepted at the application stage for classified staff positions.  Answer to Supplemental Questions can be uploaded as Other Document 1.  Typically, the starting salary is at the lower end of the salary range.  For additional information please contact: Angela Williamson, angela.williamson@oregonstate.edu  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.  This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the criminal history check requirement.  Transcripts must be submitted for all required and/or related courses. All courses must be from accredited colleges, universities, or private vocational schools. The online application system will allow you to attach your transcripts if the PDF file is 9MB or less. If over 9MB in size, submit to contact person listed. Transcripts must be received by the closing date if not uploaded with your application. | |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

1. \* Please describe your accounting experience.

(Open Ended Question)

1. \* Please describe your experience using financial systems or tools, such as Banner, QuickBooks, and Excel.

(Open Ended Question)

**Documents Needed to Apply**

**Required Documents**

**Optional Documents**

1. Transcripts
2. Other Document 1 (see Special Instructions)