Job posting preview

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>22013BR</th>
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<tbody>
<tr>
<td>ASU Job Title</td>
<td>Accountant</td>
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<td>Accountant</td>
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<tr>
<td>Campus/Location</td>
<td>Campus: Tempe</td>
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<tr>
<td>Job Family</td>
<td>Finance &amp; Accounting</td>
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<tr>
<td>Department Name</td>
<td>WPC GPO Dean</td>
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<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
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<tr>
<td>VP Code</td>
<td>EXEC VPI/PROVOST</td>
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<td>Scope of Search</td>
<td>Open</td>
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<tr>
<td>Grant Funded Position</td>
<td>This is not a grant funded position and is not contingent on future grant funding.</td>
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<tr>
<td>Category</td>
<td>02</td>
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<tr>
<td>Salary Range</td>
<td>Depends on experience</td>
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<tr>
<td>Close Date</td>
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**Job Description**

The W. P. Carey School of Business, Graduate Programs Office (GPO), is looking for an individual who will perform a variety of complex accounting activities and assignments requiring the application of a professional, competent knowledge of accounting principles and practices as well as using broad discretion and creativity when working on assignments that are varied, diverse and difficult nature.

**Essential Duties**

- Prepares accounting reports and statements, such as detailed cost and financial analysis, forecasts and variance analysis.
- Monitors revenue and expenses for departmental or unit accounts; ensures budgetary control and compliance with funding and reporting requirements, university policy, and standard accounting procedures.
- Prepares Excel spreadsheets utilizing advance functions.
- Assists in audits and prepares required documents.
- Prepares journal entries and other accounting transactions for entry into a financial application.
- Decides proper handling of financial transactions; approves transactions within designated limits.
- Responsible for the accounts receivable business functions and procedures and accounts receivable collection process managed by GPO.
- Reconciles accounts, scholarships, and payroll transactions.
- Provides solutions to problems presented by lower level staff and recommends changes to accounting system, methods or procedures to management, utilizing knowledge of accounting principles and practices.
- Implements changes in procedures affecting assigned function.
- Monitors compliance with generally accepted accounting principles and university regulations.
- Provides training to department users as required.

**Minimum Qualifications**

Bachelor's degree in Accounting or a related field AND one (1) year of professional accounting experience; OR, Five (5) years professional accounting experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

**Desired Qualifications**

- Experience with preparing detailed financial reports and statements within given timelines.
- Experience in financial variance analysis.
- Experience in using database software.
- Experience in utilizing accounting software and performing account reconciliations.
- Experience in using Excel with detailed numerical computations.
- Demonstrated knowledge of GAAP and accounting principles.
- Experience working in a diverse, service focused environment.
- Experience using automated financial and human resource systems (PeopleSoft and Advantage preferred).
- Evidence of effective verbal and written communication skills.

**Working Environment**

- Work in an office setting and use office equipment (i.e. computers, printers, copiers, calculators, telephones).
- Sit or stand for extended periods of time.
- Communicate orally and in writing to perform essential duties.
- Read, interpret written and oral instructions/directions

**Department Statement**

The W. P. Carey School of Business at Arizona State University is one of the largest business schools in the United States with more than 13,000 students. Solutions for the planet mean developing problem-solvers from around the globe. From our world-renowned faculty representing six continents to thousands of outstanding students who join us every year from around the world, the W. P. Carey School welcomes diversity and encourages global thinking. The W. P. Carey School is internationally recognized for its leadership in business education, groundbreaking research and innovation, and renowned faculty making us one of the top-ranked business schools in the country. Learn more at http://wpcarey.asu.edu.

**ASU Statement**

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit www.asu.edu/tobaccofree

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will be considered without regard to race, color, sex, religion, national origin, disability, protected veteran status, or any other basis protected by law.

**Employment Verification Statement**

ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

**Fingerprint Check Statement**

This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.
Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.