### Job Description

The W. P. Carey School of Business is currently seeking a service-oriented individual to fill the position of Accounting Specialist Senior for the Undergraduate Programs Office. The position will be responsible for performing a broad scope of clerical and accounting support services while using self-initiative and independent judgment. Strong decision-making and interpersonal skills as well as the ability to work independently and as a part of a team are necessary.

**Days and Schedule:** Monday through Friday; 8:00AM to 5:00PM, occasional extended evenings and/or weekends as needed.

#### Essential Duties

- Assists the Business Operations Manager with the preparation of general account reconciliations and details reports for management, including pulling documents and researching transactions.
- Assists in processing unit bi-weekly time/leave reports including sending out reminder/follow-up notices, updating personnel time and leave requests and monitoring personnel leave balances and reported work hours.
- Maintains and updates spreadsheets and databases for monthly account reconciliations.
- Monitors and updates unit inventory, including maintaining unit tracking system.
- Updates internal time and payroll records.
- Assists with the preparation and processing of procurement, deposit, and internal transfer documents, ensuring accuracy, completeness, and compliance.
- Works with internal and external customers to research payment history and resolve issues.
- Assists with unit travel requests.
- Works with unit staff and student workers to ensure proper compilation of purchasing card documentation.
- Analyzes transactions and documents procedures to ensure compliance with specific accounting principles and university regulations.
- Composes correspondence of a technical nature pertaining to duties and responsibilities.

#### Minimum Qualifications

Associate's degree in Business Administration or related field AND two (2) years of related experience; OR, four (4) years related accounting experience; OR, any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

#### Desired Qualifications

- Experience in maintaining and reconciling accounting and financial records using knowledge of accounting and bookkeeping principles and practices, policies and budgeting practices.
- Experience in utilizing Microsoft Office applications (e.g., Word, Excel, Outlook and Access).
- Experience with Advantage/IFAS/online accounting systems; PeopleSoft, MyReports, data warehouse reporting systems.
- Experience handling confidential information.
- Experience with unit staff and students in a higher education/secondary school environment.
- Evidence of effective verbal and written communication skills.
- Experience working with computer systems and programs.
- Experience handling confidential information.
- Experience working in a high-volume, high-pressured situations and adapting quickly to changing priorities.

#### Working Environment

- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse.
- Required to stand for varying lengths of time and walk moderate distances to perform work.
- Occasional bending, reaching, lifting, pushing and pulling up to 25 pounds.
- Regular activities require ability to quickly change priorities, which may include and/or are subject to resolution of conflicts.
- Communicate clearly and effectively, both in writing and verbally to perform essential duties.
- Coordinating and processing complex tasks, including providing reports in multiple formats (i.e. electronic, hard-copy, etc).
- Perform complex evaluations/assessments of assigned responsibilities, including interpretation of policies, procedures, and requirements of the school and university.
- Utilize computer, phone, and various office equipment (printer, fax, copier, etc).
- Utilize various forms of technology to communicate with staff, faculty, students, as well as internal and external constituents.
- Work occasional extended hours, including evening and/or weekends, as needed.
- Work with staff, faculty, and students in a higher education/secondary school environment, both on-campus and in a group setting, via in-person, phone, and e-mail.

#### 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](http://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.

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

ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

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

Cover letter, resume, and three professional references required. Resumes should 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 should be listed individually 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.