Job posting preview

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>23039BR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASU Job Title</td>
<td>Accountant</td>
</tr>
<tr>
<td>Job Title</td>
<td>Accountant</td>
</tr>
<tr>
<td>Campus/Location</td>
<td>Campus: Tempe</td>
</tr>
<tr>
<td>Job Family</td>
<td>Finance &amp; Accounting</td>
</tr>
<tr>
<td>Department Name</td>
<td>WPC Marketing</td>
</tr>
<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
</tr>
<tr>
<td>VP Code</td>
<td>EXEC VP/PROVOST</td>
</tr>
</tbody>
</table>

**Essential Duties**

- Prepares standard accounting reports and statements and also non-standard reports and statements, such as detailed cost and financial analysis, forecasts and projections reflecting interrelationships of accounting data. Prepares or assists in preparation of special accounting studies.
- Interprets data and points out trends or deviations from standard policies and objectives.
- Identifies informational needs of management and revises or refines account structures or data accordingly.
- Prepares intricate journal entries, maintains complex ledgers, prepares detailed cost accounting information, and reconciles and analyzes reports and ledgers.
- Decides proper handling of financial transactions; approves transactions within designated limits.
- 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.
- Interprets accounting data, analyzes reports and recommends action to be taken.
- Advises and counsels on complex accounting matters to department and/or university staff.
- Implements changes in procedures affecting assigned function.
- Monitors compliance with generally accepted accounting principles and university regulations.
- Reviews computer reports for errors or inconsistencies; investigates and corrects problem.
- Keeps informed by researching and evaluating appropriate professional and related legal literature as assigned.
- Provides training to campus 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**

- Demonstrated knowledge of accounting principles, practices and procedures.
- Demonstrated knowledge of basic leadership practices.
- Experience in preparing detailed numerical computations.
- Experience in preparing detailed reports on a timely basis.
- Experience in the use of computer hardware and software.
- Experience with monitoring of financial transactions for compliance with policy and procedure.
- Experience working in a higher education environment.
- Experience with PeopleSoft and/or DARSWeb.
- Experience working in a fast paced environment organizing resources, managing workload priorities and coordinating multiple projects simultaneously for self and in a supervisory capacity.

**Working Environment**

- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse.
- Stand for varying lengths of time and traveling moderate distances to perform work.
- Frequent 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 to perform essential functions.
- Regular use of standard office equipment including, but not limited to, computer workstation/laptop (keyboard, monitor, mouse) printer, fax, calculator, copier, telephone and associated computer technology peripherals.

**Department Statement**

The W. P. Carey School of Business, Department of Marketing and Center for Services Leadership, 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. This position ensures that the day-to-day operations are carried out in accordance with established accounting principles, policies and objectives.

**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 differentated 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.
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.