## Job posting preview

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>30220BR</th>
</tr>
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<tbody>
<tr>
<td>ASU Job Title</td>
<td>Accounting Specialist</td>
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<td>Accounting Specialist</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 Supply Chain Management</td>
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<tr>
<td>Full-Time/Part-Time</td>
<td>Full-Time</td>
</tr>
<tr>
<td>VP Code</td>
<td>EXEC VP/PROVOST</td>
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<tr>
<td>Scope of Search</td>
<td>Open</td>
</tr>
<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>01</td>
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<tr>
<td>Salary Range</td>
<td>$15.00 per hour to commensurate with education and experience</td>
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<tr>
<td>Close Date</td>
<td>10-March-2017</td>
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### Job Description

The Department of Supply Chain Management (SCM) in the W. P. Carey School of Business has an opening for an individual who can apply bookkeeping practices and principals to process accounting transactions. This position handles sensitive information and interacts with students, staff, and faculty outside entities while providing assistance with various administrative tasks and projects.

### Essential Duties

Major responsibilities include, but not limited to:

- Prepares or verifies and encodes requisitions, invoices, journal entries or other transaction documents for accuracy, completeness and compliance.
- Determines if funds are available for expenditures or requisitions and posts to proper account; monitors fund/account balances.
- Maintains special logs or records and balances and reconciles internal accounts or records.
- Reviews computer reports to identify and trace sources of error; makes necessary corrections.
- Performs a variety of straightforward accounting-related reports and reconciliation.
- Performs or reviews calculations related to posting and accounting functions.
- Monitors and complies with reporting requirements or closing of accounts.
- Composes correspondence of a technical nature pertaining to assignments.
- Serves as a department and reference source as well as a liaison to faculty, students, alumni and the general public in facilitating university programs, requests for information or complaints.
- Processes travel reimbursements, purchase of supplies, services, and equipment.
- Prepares student personnel actions.
- Assists with the planning and/or execution of departmental events and/or assigned projects.
- Performs Department Time Administrator responsibilities to ensure accurate time recording for payroll.

### Minimum Qualifications

Associate's degree in Business Administration or related field AND one (1) year of related experience; OR, Three (3) 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 working in a higher education environment.
- Experience in utilizing Microsoft Office Applications (Word, Excel, OneNote)
- Experience in institutional databases (e.g., Hyperion, PeopleSoft)
- Experience in financial systems (e.g. Advantage, IFAS)
- Experience creating and maintaining spreadsheets, data entry, initiating queries; processing travel reimbursement and accounts payable.
- Evidence of effective verbal and written communication skills.
- Experience in attention to detail.
- Experience in analytical and problem solving abilities Demonstrated knowledge of standard office and administrative practices.

### Working Environment

- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding, and manipulating a computer mouse.
- Regular activities require ability to quickly change priorities which may include and/or are subject to resolution of conflicts.
- Communicate to perform essential functions.
- Use standard office equipment such as computer workstation/laptop (keyboard, monitor, mouse), printer, fax, calculator, copier, telephone and associated computer/technology peripherals.
- Receive regular review of performance for achievement of established objectives.

### Department Statement

Business is Personal - Within America's largest public university, the W. P. Carey School is committed to building a tight-knit community. Through small classes, team-based learning, and individualized attention every step of the way, your W. P. Carey experience is uniquely your own.

The W. P. Carey Department of Supply Chain Management is consistently ranked in the top 10 nationally by U.S. News & World Report for undergraduate and graduate programs. Our research advances knowledge in global supply chain management while focusing on issues of practical importance, and our faculty is globally recognized for expertise in procurement, supply management, operations management, logistics and supply chain performance optimization.

### 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.