Job Posting Preview

1/23/2018
Accountant
38550BR

Job Description
The W. P. Carey School of Business Undergraduate Programs Office (UPO) 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.

Job Title
Accountant

Campus/Location
Campus: Tempe

Job Family
Finance & Accounting

Department Name
WPC UPO Administration

Full-Time/Part-Time
Full-Time

VP Code
EXEC VP/PROVOST

Scope of Search
Open

Salary Range
$39,600 - $45,000 per year; DOE

Grant Funded Position
This is not a grant funded position and is not contingent on future grant funding.

Category
02

Close Date
31-January-2018-EXTENDED

Essential Duties

- Processes accounts payable transactions via the p-card or creation of payment documents through the Advantage or IFAS financial systems, ensuring policies and procedures are followed and proper documentation is included.
- Prepares deposits for processing through ASU Cashiering or the ASU Foundation, ensuring proper cash handling and receipting practices are upheld.
- Monitors p-card transactions for all department p-card users on PaymentNet, ensuring all transactions are properly coded and approved.
• Reviews p-card transactions and statements for complete and accurate documentation, following up with staff if anything further is required.
• Prepares journal entries and other accounting transactions for entry into a financial application.
• Reconciles accounts, scholarships, and payroll transactions.
• Assists with travel requests, utilizing the travel management system, and acts as a resource for business travel activities.
• Provides solutions to problems presented by staff and recommends changes to accounting system, methods or procedures to management, utilizing knowledge of accounting principles and practices.
• Provides training for new p-card holders, student organizations and travelers, ensuring compliance with and understanding of ASU, ASU Foundation, and school policies, procedures, and documentation requirements.
• Takes equipment inventory annually and processes disposal requests as needed for the department.

**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**

• Evidence of a Bachelor's degree in Accounting field preferred
• Experience working in a higher education environment
• Experience using database software (Access, Advantage, IFAS, Concur, MyReports, etc.)
• Experience in utilizing accounting software and performing accounting reconciliations
• Experience in using Excel with detailed numerical computations
• Demonstrated knowledge of GAAP and accounting principles
• Experience working in a diverse, service focused environment
• Evidence of effective verbal and written communication skills
• Experience in using attention to detail and time management skills

**Working Environment**

• Work in an office setting and use office equipment (i.e. computers, printers, copies, 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 14,000 students pursuing undergraduate, masters, and PhD degrees. 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.

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 School of Business educates tomorrow's business leaders, takes an entrepreneurial approach to learning, and conducts groundbreaking research, in order to create positive change on a global scale.

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/tobacccofree

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.

Background Check Statement

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.

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.