

NOTICE OF VACANCY

POSITION TITLE: Staff Accountant

SALARY: Commensurate with qualifications and experience

BENEFITS: Institutional fringe package includes pension plans, life, health, dental and vision insurance

POSITION DETAILS: Full-time

HOURS: Monday-Friday; 8:00AM to 5:00PM

START DATE: As soon as possible

SUPERVISORY DUTIES: N/A

ABOUT USAO: The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience.” To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see www.usao.edu.

POSITION SUMMARY:

The University of Science & Arts of Oklahoma seeks a dynamic professional to serve as a Staff Accountant. Under the supervision of the Controller, the Staff Accountant will service the campus community in support of the university’s mission and goals.

RESPONSIBILITIES:

- Review check request for accuracy and approvals.
- Enter all invoices into the system.
- Prepare, review, and post all check groups.
- Print and mail checks.
- Maintain current and accurate vendor information.
- Preparation of journal entries.
- Assist in the monthly and annual general ledger closing.
- Assist in the preparation of monthly internal financial statements, statement of financial position, statement of activities, and statement of cash flows.
- Assist in the preparation of schedules and work papers for all external audits.

- Assist in reconciling payroll tax deductions.
- General Ledger posting and maintenance.
- Occasional after hour duties.
- Completion of other duties as assigned.

QUALIFICATIONS, EDUCATION & EXPERIENCE:

- High school degree and 3 years of experience in related field.
- Must have the ability to manage multiple tasks efficiently.
- Demonstrated experience working successfully in a team environment.
- Excellent verbal and written interpersonal communication skills.
- Must have positive attitude and ability to work well with all levels of personnel in the organization.

PREFERRED QUALIFICATIONS:

- Preference given to candidates with bachelor's degree in accounting or related field.
- Preferences given to candidates with knowledge of Ellucian or Peoplesoft software.

TO APPLY:

Complete the USAO application at (<https://usao.edu/about/personnel.html>). Upon completing the USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts to hr@usao.edu.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.