## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>38575</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASU Job Title</td>
<td>Accountant Assoc</td>
</tr>
<tr>
<td>Job Title</td>
<td>Accountant Associate</td>
</tr>
<tr>
<td>Campus Location</td>
<td>Tempe</td>
</tr>
<tr>
<td>Department Name</td>
<td>MLF Teachers College</td>
</tr>
<tr>
<td>Full-Time/Part-Time</td>
<td>Full-time</td>
</tr>
<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>
</tr>
<tr>
<td>Close Date</td>
<td>January 18, 2018</td>
</tr>
</tbody>
</table>

### Job Description

Mary Lou Fulton Teachers College (MLFTC) seeks an Accountant Associate to perform a variety of accounting functions requiring initiative and independent judgment in support of the goals and objectives of the Teachers College.

### Minimum Qualifications

Bachelor’s degree in Accounting or a related field; OR, Four (4) 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 and bookkeeping practices and principles
- Demonstrated knowledge of generally accepted accounting principles and budgeting practices
- Experience with Microsoft Office, including Excel, Outlook and Word
- Experience with Payroll Reconciliation and Account Reconciliations
- Experience in overseeing accounting transactions
- Experience with handling multiple tasks and ongoing projects
- Experience in customer service

### Working Environment

- Expected work hours are 8am - 5pm
- Work in an office setting Monday through Friday
- Use office equipment such as computers, printers, copiers, scanners, calculators and telephones
- Sit or stand for extended periods of time, use hands/fingers for repetitive motions
- Read and interpret written and oral instructions/directions
- May require lifting of items weighing up to 25 pounds
| Essential Duties | • Maintains knowledge of accounting and bookkeeping practices and principles  
• Maintains and reconciles accounting, payroll and financial records  
• Prepares accounting transaction documents including journal entries, payment vouchers, purchase orders and transfers  
• Assists with Travel Requests and Expenses through MY ASU TRIP online system  
• Assists with P-card transactions and reconciliations  
• Contacts department personnel, account representatives or other appropriate personnel regularly to resolve problems and address any issues  
• Serves as a reference source for staff and faculty  
• Maintains detailed tracking information for Student Stipend requirements and performs follow-ups as needed  
• Assist with special projects |
|---|---|
| Department Statement | Arizona State University's Mary Lou Fulton Teachers College creates knowledge, mobilizes people and takes action to improve education. Nationally recognized as a leading innovator in teacher education and scholarly research, Mary Lou Fulton Teachers College prepares over 1,500 educators annually through bachelor's, master's and doctoral degree programs.  

Working with a mindset of creative intrapreneurship to bring positive change within organizations, Mary Lou Fulton Teachers College brings people and ideas together to improve student outcomes. We seek to develop a renewable resourcefulness in individual educators, in schools, in school districts and in communities.  

In line with the charter and design principles of Arizona State University, Mary Lou Fulton Teachers College asserts the following four core values:  
• Pursue excellence at scale to achieve impact  
• Exercise leadership through innovation  
• Champion diversity of people and ideas  
• Share responsibility for the strength of communities |
| 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.

<table>
<thead>
<tr>
<th>Employment Verification</th>
<th>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background Check Statement</td>
<td>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 up successful passing of the background check.</td>
</tr>
</tbody>
</table>

**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.

**Instructions for ASU Online Employment Applications**

- Go to the ASU Human Resources site: [https://cfo.asu.edu/hr-applicant](https://cfo.asu.edu/hr-applicant) and scroll down to apply for an ASU job now.
- For staff positions click on **Internal Applicants** (for existing ASU employees) or **External Applicants** (you must create an ASU account or enter existing account information).
- From the ASU Welcome page which is the new Talent Gateway (gives applicants several online options for the recruiting process), click on **Search Openings** to locate positions of interest.
- From the Search Openings page, customize your search or simply click the **Search** button to view all ASU staff job openings.
• From the Search Results page, scroll to positions of interest and click on the red Requisition ID 38575BR at the left to apply.
• From the Job Details page, review the posted job description and click the Apply To Job button to begin the online application process.

Then, answer the questions to complete the ASU Kenexa online employment application (Note - you will be asked to submit your cover letter, resume and three personal references as part of the application process).