

Accounting Specialist (Job Number: 104124BR)

Campus	Tempe
Full-Time/Part-Time	Full-Time
Salary	\$42,436 - \$53,000 per year; DOE
Close Date	September 9, 2024
Job Description	<p>Mary Lou Fulton Teachers College (MLFTC) Office of Fiscal & Business Operations is recruiting for an Accounting Specialist to join our Tempe, Arizona location. The Accounting Specialist performs accounting and bookkeeping duties following established procedures to accomplish duties in support of Mary Lou Fulton Teachers College. This position will work under assigned staff in order to gain working knowledge and experience related to job duties. This position will provide exposure to working with other countries.</p>
Minimum Qualifications	<p>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.</p>
Work Environment	<p>Activities are primarily performed in a regular, climate-controlled office setting subject to extended periods of sitting, standing, walking; visual acuity and manual dexterity associated with daily use of desktop computer; bending, stooping, reaching and lifting up to 20 pounds; ability to clearly communicate verbally in English, read, write, see, and hear to perform essential duties; regular review of completed tasks.</p> <p>ASU is a diverse enterprise with a wide variety of work and learning modes, locations and a commitment to sustainability, innovation and employee work-life balance. We are determined to maintain our position as an employer of choice in a competitive labor market.</p> <p>Flexible work options</p> <ul style="list-style-type: none"> • Alternative work schedules can include four, 10-hour workdays in a workweek; a nine-day, 80-hour schedule over two workweeks for exempt employees only; and staggered start and stop times. • Hybrid work is an arrangement where employees spend a minimum of 60% of their regular workweek at their primary ASU work location. Dean or vice president-level approval is required.
Essential Duties	<ul style="list-style-type: none"> • Completes procurement requests such as: Independent contractor payments, vendor orders, registration, membership payments, expense reports, speaker agreements, cash advances, gift cards, and food purchases. • Trains and supervises student workers who process expenses using company credit card or company purchasing system; maintain college active and expired grant award spreadsheet; reconcile the college's expired accounts; and reconcile bi-weekly payroll transactions. • Completes bi-weekly check-ins with students; manages student working hours.

	<ul style="list-style-type: none"> • Contacts department staff and faculty or other appropriate personnel regularly to resolve questions or problems with orders, account spending, or vendor payments; keeps all parties informed, and serves as a department resource. • Maintains back-up documentation for order and vendor payments; maintains and verifies company credit card transactions. • Requests approval from ASU PCard and Office of Research and Sponsored Programs Administration for food and PCard exceptions and increases. • Communicates and provides guidance to other department PCard holders. • Provides registration and invoice instructions with suppliers doing business with ASU; offers suppliers directions to update their existing information as needed. • Solves problems and recommends changes to procedures and processes in accordance with previous training, experience and expertise. • Other duties as assigned.
Desired Qualifications	<ul style="list-style-type: none"> • Experience analyzing financial data and identifying discrepancies • Ability to interpret and apply university policies and procedures • Experience supervising and training others, especially student workers • Experience with financial software and financial transactions • Experience in maintaining confidential records and information • Adaptability and willingness to learn new processes and systems • Evidence of customer service orientation and interpersonal skills • Ability to explain complex financial processes to non-financial personnel • Ability to meet deadlines and work independently
Department Statement	<p>ASU’s Mary Lou Fulton Teachers College creates knowledge, mobilizes people, and takes action to improve education. Nationally recognized as a leader in teacher preparation, leadership development and scholarly research, Mary Lou Fulton Teachers College prepares over 8,000 educators annually. MLFTC faculty create knowledge by drawing from a wide range of academic disciplines to gain insight into important questions about the process of learning, the practice of teaching and the effects of education policy. MLFTC mobilizes people through bachelor’s, master’s and doctoral degree programs, through non-degree professional development programs and through socially embedded, multilateral community engagement. MLFTC takes action by bringing people and ideas together to increase the capabilities of individual educators and the performance of education systems.</p> <p>Aligned with ASU’s charter, MLFTC is committed to advancing inclusive excellence in our curricula, programming and institutional relationships. The college’s core value of Principled Innovation connects individual decision making to the pursuit of inclusive excellence.</p>
ASU Statement	<p>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</p>

	<p>separate academic disciplines. ASU serves more than 100,000 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.</p> <p>ASU is a tobacco-free university. For details visit https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco</p> <p>Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other basis protected by law.</p> <p><u>Notice of Availability of the ASU Annual Security and Fire Safety Report</u> In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf. You may request a hard copy of the report by contacting the ASU PD at 480-965-3456.</p> <p>Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit https://cfo.asu.edu/az-resources.</p>
<p>Employment Verification</p>	<p>ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.</p>
<p>Background Check Statement</p>	<p>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.</p>
<p>Instructions to Apply</p>	<p>Application deadline is 3:00PM Arizona time on the date indicated.</p> <p>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.</p> <p>Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.</p> <p>Only electronic applications are accepted for this position. https://cfo.asu.edu/applicant</p> <p><i>Req # (add ASU application link)</i></p>