

Accountant
University of Idaho

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Posted May 23, 2019, removed Jun. 21, 2019

Job Title	Accountant
Department	
Institution	University of Idaho Moscow, Idaho
Date Posted	May 23, 2019
Application Deadline	6/19/2019
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services
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Job Description

University of Idaho

Accountant

Location: Moscow

Division/College: Controller

Employee Category: Exempt

Pay Range: \$53,144.00 per year

Full/Part Time: Full Time

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Position Summary:

Participate in the efforts of the General Accounting staff, performing various professional accounting and administrative functions regarding the central operating funds of the University and related duties. Typical duties may include but are not restricted to: analyzing transactions for appropriateness and making corrections, researching and resolving questions and problems from departmental staff, preparing journal entries, preparing required federal and state financial reports, preparing fiscal monthly and year-end statements and schedules, using knowledge of GAAP, governmental regulations and University of Idaho procedures to make decisions concerning the proper allocation and expenditure of University funds.

Minimum Qualifications:

- Bachelors degree in accounting or a Bachelors degree in business.
- Two years of related work experience; developing and preparing financial documents; using a personal computer to develop, analyze, and report on financial data; analyzing financial activities and recommending management action.
- Experience applying accounting theory, principles, and practices.
- Experience using computerized accounting systems/ERPs and Microsoft Excel.
- Demonstrated ability to: prepare narrative and statistical reports, financial statements, projections and schedules.

Preferred Qualifications:

- CPA, CMA, CGMA
- Considerable knowledge of: professional accounting theory, principles, practices, techniques and procedures; internal controls.
- Accounting experience in a university setting.
- Experience with Banner ERP, the UI financial process, governmental accounting.
- Experience using SQL programming language.

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- Communicate effectively both orally and in writing with a variety of constituents.

Physical Requirements & Working Conditions:

Posting Number: SP002203P

Posting Date: 05/20/2019

Closing Date: 6/19/2019

Open Until Filled: No

Special Instructions:

Background Check: Applicants who are selected as final possible candidates must be able to pass a criminal background check.

To apply, please visit: [url=https://apptrkr.com/1469304]jobs.uidaho.edu

EEO Statement

University of Idaho is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

University of Idaho

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