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UNIVERSITY OF OREGON
FOUNDATION

Senior Accountant Accounts Payable – Job Description

Date revised: May 27, 2014
Department: Accounting Services
Supervisor: Associate Director, Accounting Services
FLSA: Not eligible for overtime pay (exempt)
Learned Professional exemption from overtime pay must meet all three of these criteria:

- The employee's primary duty must be the performance of work requiring advanced knowledge, defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment;
- The advanced knowledge must be in a field of science or learning;
- The advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.

SUMMARY:

As part of the Foundation's commitment to providing accurate and reliable financial information, the Senior Accountant will provide oversight and direction for accounting transactions, primarily accounts payable related, to ensure accuracy, completeness and timeliness in processing and reporting to internal and external customers. The Senior Accountant will ensure process improvement and promotion of new tools and techniques to further the department's ability to produce reporting that supports accurate and timely management and decision-making.

This position manages activities of the accounting group by performing the following duties personally or through other team members. This position participates in strategic plan execution for the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform, review and analyze a broad range of complex accounting and fiscal activities in order to ensure compliance with Foundation policy and appropriate accounting treatment, proposing appropriate adjusting entries as needed
- Coordinate and/or perform daily accounts payable accounting activities
- Overall responsibility for completeness and accuracy of accounts payable accounting
- Perform and/or review in a timely manner: daily and closing journal entries; account reconciliations
- Assist with the annual independent audit and Form 990 including scheduling, preparing and reviewing working papers
- Frequently provide timely and accurate information in response to customer inquiries and reporting that evidences a strong understanding of GAAP and Foundation policy and procedure
- Assist in the coordination, development and/or production of various reports to meet customer (Foundation, University, Donor, Trustee) needs and legal and regulatory requirements, ensuring timeliness, accuracy and compliance with Generally Accepted Accounting Principles

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- Provide supervision, leadership, motivation and direction to staff consistent with Foundation values and a culture of service
- Additional duties as assigned

OTHER DUTIES AND RESPONSIBILITIES:

- Maintain professional relationships and a high level of customer service with all personnel
- Collaborate on Foundation strategic initiatives, including software enhancements and internal controls assessments
- Participate on cross-functional teams as needed
- Participate in ongoing training and education to enhance expertise
- Perform other duties as assigned

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Typically requires a Bachelor's degree in Accounting and five years accounting and supervision experience (fund accounting preferred)
- Comprehensive knowledge of Generally Accepted Accounting Principles (GAAP) and advanced accounting concepts
- CPA strongly preferred
- Advanced (expert) experience with accounting software
- Proficiency with Microsoft Office Suite, 10-key and (multi-line) phone systems
- Must be organized to effectively manage multiple projects and shifting priorities
- Maintain confidentiality as required and appropriate

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- This job is conducted in an office work environment, sitting most of the time
- Approximately 90% of this position's duties require use of a computer
- Must be able to exert up to 10 lbs. of force occasionally
- Some travel may be required

SIGNATURES:

The following signatures are required to confirm the accuracy of the job description as a summary of the primary work of the position; to confirm that the essential duties and responsibilities are aligned with Foundation goals and objectives; to validate that it is clear, concise, and supports legal compliance; and to confirm employee understanding of the job requirements. Management reserves the right to add to or change the duties of the position at any time. This job description does not in any way alter the at-will employment relationship.

Supervisor:	Date:
Human Resources:	Date:
President/CEO:	Date:
Employee:	Date: