

FERRIS STATE UNIVERSITY

HUMAN RESOURCES

Position Title:	Account Specialist
Location:	Big Rapids (Main Campus)
Department:	70000 - Univer Advance and Mktg VP Office
Advertised Salary:	\$21.20 hourly rate pursuant to the FSU and CTA/MEA-NEA Agreement
FLSA:	Non-Exempt
Temporary/Continuing:	Continuing
Part-Time/Full-Time:	Full-Time
Union Group:	Clerical-Technical Association (MEA-NEA)
Term of Position:	12 Month
At Will/Just Cause:	Just Cause
Summary of Position:	Independently perform a variety of complex accounting duties to facilitate budgetary management and planning, including balancing between various forms of accounting software and Banner. Oversee budget activity in all departments within the Division to insure consistency with procedures and policies. Communicate and implement procedures and policies for all accounting functions within the Division; proposing procedural changes when deemed appropriate and efficacious. Communicate constructively and effectively with all constituents, both internal and external to the Division.
Position Type:	Staff
Required Education:	Bachelor's degree. The requirements listed are representative of the knowledge, skill, and/or ability required. Any equivalent combination of education, training, and experience, which provides the required knowledge, abilities and skills, may be considered.

	Equivalency for education is two years of work experience is equal to one year of education.
Required Work Experience:	Two years of full-time advanced accounting experience in an office setting or equivalent. Strong computer knowledge, including proficiency in Microsoft Office and web-based transactions. Previous experience using electronic record-keeping system.
Required Licenses and Certifications:	Valid Driver's License
Physical Demands:	<ul style="list-style-type: none"> • Office Environment • Bending • Carrying • Moving • Reaching • Sitting • Twisting • Driving • Lifting • Pulling/Pushing • Repetitive Movement • Standing
Additional Education/Experiences to be Considered:	Higher education work experience. Previous office supervisory responsibility. Previous experience in gift processing duties through the Millennium Donor Database System.
Essential Duties/Responsibilities:	<p>Perform all duties as listed in Account Clerk 1, 2 and 3 position descriptions.</p> <p>Balance a variety of transactions to Banner, as required.</p> <p>Independently evaluate, analyze, investigate and resolve budgetary issues.</p> <p>On-campus and local travel will be required to ensure bank deposits are made in a timely manner.</p> <p>Collaborate with others on budget reporting, planning, and forecasting.</p> <p>Identify and evaluate problems and propose solutions to budgetary procedural and policy issues.</p> <p>Spot check to monitor compliance with various policies and procedures.</p>

	<p>Serve as main resource for office accounting issues.</p> <p>Train clerical and administrative staff on accounting-related issues, including policy, procedures, and accounting applications.</p> <p>Provide quality control by way of real-time monitoring and auditing of accounting activities at all levels.</p> <p>Assist with special projects and reports, including responding, as appropriate, to institutional audit requests.</p> <p>Represent Division by attending meetings, as assigned.</p> <p>Recommend technology enhancements to improve the flow of financial information and systems.</p> <p>Assist in developing procedures for the Division employees regarding FSU policies and assists in implementation.</p> <p>Differentiate between and operate according to the policies associated with several types of funds, to include general, designated, developmental, supplemental, grant, project, and scholarship funds, and between base budget, self-funded budgets, and one-time monies.</p> <p>Collaborate with outside agencies and respective college entities on research and development projects, including grants and contracts, as needed.</p> <p>Independently answers inquiries from a variety of internal and external sources, and provide explanation and interpretation of the policies, practices and procedures.</p> <p>Administer control of shared-use corporate card and prepare and/or oversee multiple reports.</p> <p>May hire, train, and supervise student employees.</p> <p>Serve as liaison between the Accounting, Purchasing, and Financial Services offices for department requests and inquiries.</p> <p>Carry out these responsibilities in accordance with University policies, procedure and applicable laws.</p> <p>Maintain the confidentiality of designated information.</p> <p>Report directly to assigned supervisor.</p> <p>Demonstrate an understanding of diversity, equity and inclusion, especially in working relationships with students, faculty, staff and community members</p> <p>Other duties as assigned within the position classification area.</p>
Marginal Duties/Responsibilities:	

Skills and Abilities:	<p>Perform complicated mathematical computations, recordkeeping, balancing and accounting duties with a high degree of accuracy.</p> <p>Input, retrieve, download, merge, and output information from various software programs and systems.</p> <p>Use computer software such as spreadsheets, database, word processing, and other office-specific software.</p> <p>Plan, organize, and make sound judgments and decisions.</p> <p>Direct, train, and supervise others in the performance of job-related duties.</p> <p>Communicate effectively with a diverse population in a variety of situations, both orally and in writing.</p> <p>Work effectively both independently and as part of a team.</p> <p>Work effectively under pressure and deadlines.</p> <p>Demonstrated commitment, experience, and understanding for diversity, equity, and inclusion.</p>
Required Documents:	<ul style="list-style-type: none"> • Resume • Cover Letter
Optional Documents:	Unofficial Transcript 1
Special Instructions to Applicants:	<p>Transcript 1 (OPTIONAL): Applicants who have completed college coursework or attained a degree must attach a copy of unofficial transcript.</p> <p>Transcript must include: Institution name, applicant name, date degree attained, degree awarded. Finalist will be required to submit an official transcript.</p>
Initial Application Review Date:	January 30th, 2023
Open Until Position is Filled?:	No
Posting Close Date:	January 27th, 2023
EEO Statement:	<p>Ferris State University, an Affirmative Action/Equal Opportunity employer, is committed to enhancing equity, inclusion, and diversity within its community. Ferris offers employment opportunities to qualified candidates seeking careers in a student-focused environment that values opportunity, collaboration, diversity and educational excellence. Learn more about the Ferris Mission and</p>

	community at ferris.edu . The University actively seeks applications from women, minorities, individuals with disabilities, veterans, and other underrepresented groups. For more information on the University's Policy on Non-Discrimination, visit: Ferris Non-Discrimination Statement .
Contact Information:	For inquiries related to this job posting, please contact Ferris State University's Human Resources Department at (231) 591-2150, Monday – Friday between 8am and 5pm EST, or email us at fsujobs@ferris.edu .