

FERRIS STATE UNIVERSITY

HUMAN RESOURCES

Position Title:	Account Specialist
Location:	Big Rapids (Main Campus)
Department:	32000 - CHP Deans Office
Advertised Salary:	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:	Responsibilities include but are not limited to: independently performing complex accounting duties using Banner and Concur, preparing requisitions, accounting support for grants and contract projects, and overseeing budget activity in all departments to ensure consistency with procedures and policies. Clear and concise communication is important, both orally and in writing, to both internal and external constituents. The anticipated start date for this position is November 2022. However, this is an estimated date and can be revised if needed.
Position Type:	Staff
Required Education:	<p>Bachelor's degree in Business or Accounting or an equivalent combination of education and work experience.</p> <p>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, skills, and abilities may be considered. Equivalency for education is two years of full-time related work experience equals one year of education.</p> <p>Demonstrates an understanding of diversity, equity, and inclusion, especially in working relationships with students, faculty, staff and community members.</p>
Required Work Experience:	Two years of full-time advanced accounting experience in an office setting.
Required Licenses and Certifications:	

Physical Demands:	<ul style="list-style-type: none"> • Office Environment • Bending • Carrying • Moving • Reaching • Sitting • Twisting • Lifting • Pulling/Pushing • Repetitive Movement • Standing
Additional Education/Experiences to be Considered:	Higher education work experience.
Essential Duties/Responsibilities:	<ul style="list-style-type: none"> • Performs all duties in compliance with application University policies and procedures and state and federal requirements. • Perform all duties as listed in Account Clerk 1, 2 and 3 position descriptions. • Perform a variety of transactions using Concur and Banner as required. • Identify and evaluate problems and propose solutions to issues and other departmental procedures. • Spot checking with internal departments to monitor compliance with various policies and procedures. • Serve as a liaison between the various departmental offices. • Serve as main resource for office accounting issues. • Assist with special projects and reports, assist auditors as required. • Represent the College by attending meetings as assigned. • Recommend technology enhancements to improve the flow of financial information and systems. • Calculate all part-time and supplemental faculty benefit budgets to individually upload to Banner department FOAPs. • Assist in developing procedures for department employees regarding Ferris State University policies and help to implement them. • Differentiate between several types of funding to include general, designated, development, grant, project, and scholarships, and between base budget and self-funded budgets. • Work with outside agencies including work on grants and

	<p>contracts as needed.</p> <ul style="list-style-type: none"> • Independently answer inquiries from a variety of internal and external sources, and provide explanation and interpretation of the policies, practices and procedures. • Administer control of Purchasing Cards and prepare and /or oversee multiple payment reports. • Hire, train, and supervise student employees. • Serve as a liaison between the Accounting, Purchasing, and Financial Services offices for department requests and inquiries. • Responsible for maintaining the confidentiality of designated information. • Reports directly to assigned supervisor. • Demonstrates an understanding of diversity, equity, and inclusion, especially in working relationships with students, faculty, staff and community members. • Any other duties assigned within the position classification area.
<p>Marginal Duties/Responsibilities:</p>	
<p>Skills and Abilities:</p>	<ul style="list-style-type: none"> • Strong computer knowledge, including proficiency in Microsoft Office and web-based transactions. • Perform complicated mathematical computations, recordkeeping, balancing and accounting duties with a high degree of accuracy. • Input, retrieve, download, merge, and output information from various software programs and systems. • Use computer software such as spreadsheets, database, word processing, and other office specific software. • Operate a variety of office machines and equipment such as computer, calculator, facsimile, multi-line telephone, and copier. • Plan, organize and make sound judgements and decisions. • Direct, train and supervise others in the performance of the characteristic duties. • Communicate effectively with a variety of students, faculty, staff, visitors, and external audiences in a variety of situations, both orally and in written form. • Work effectively under pressure and deadlines. • Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.

Required Documents:	<ul style="list-style-type: none"> • Resume • Cover Letter • Unofficial Transcript 1
Optional Documents:	
Special Instructions to Applicants:	<p>Transcript 1 (REQUIRED): Applicants must attach a copy of unofficial transcript of Bachelor's in Business or Accounting degree if applicable. If you do not have a transcript please write a justification explaining how your work experience is equivalent to the required education and attach that justification in lieu of the transcript.</p> <p>Transcript must include: Institution name, applicant name, date degree attained, degree awarded. Finalist will be required to submit an official transcript (if applicable).</p>
Initial Application Review Date:	October 17, 2022
Open Until Position is Filled?:	Yes
Posting Close Date:	
Contact Information and EEO Statement:	<p>For inquiries related to this job posting please contact Nichelle Baker - Ferris State University's Human Resources Department at (231) 591-2150 Monday - Friday between 8 AM to 5 PM EST or you may email us at www.fsujobs.com.</p> <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 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.</p>