

Senior Accountant

The University of Oklahoma Libraries is seeking a Senior Accountant. The Senior Accountant is responsible for all library financial transactions and reporting, including accounts payable, accounts receivable, cash management, financial reconciliations, report preparation, analysis and forecasting. The Senior Accountant holds a lead role among the financial team in the library and provides back-up support to the Director of Finance & Human Resources.

Primary Responsibilities:

- Reconciles multiple statements of account to departmental balances using complex formats and reviews.
- Reconciles PeopleSoft and OU Foundation financial statements to QuickBooks accounting records for accuracy.
- Identifies discrepancies and corrects them, explains them, or provides suggestions for corrective action, as appropriate.
- Prepares moderate to complex financial statements and reports including financial analysis and forecasts for library and foundation accounts.
- Monitors departmental account budgets and spending activity.
- Authorizes cost and budget transfers.
- Maintains department's financial records, budget information, and other forms of data.
- Performs financial analysis for report preparation, to improve departmental accounting procedures, and at the request of department head.
- Ensures the quality of data. Researches inconsistencies and conducts follow-up investigations or consults with appropriate personnel.
- Provides backup for payroll and personnel approvals.
- Acts as the team lead for the financial unit staff.
- Performs various duties as needed to successfully fulfill the function of the position.

Job Responsibilities:

- Monitors and troubleshoots all transactions for 16 E&G Fund/Org combinations and 93 OU Foundation accounts, including:
 - Accounts payable
 - Accounts receivable
 - Payroll
- Prepares cost and budget transfers as need is identified or as requested by other team members, including budget revisions
- Organizes and maintains all necessary documentation for cost and budget transfers
- Creates and maintains QuickBooks reports for all financial accounts
- Reconciles multiple statements of account to multiple departmental book balances using complex formats and reviews.
 - Reconciles PeopleSoft and OU Foundation financial statements to QuickBooks accounting records for accuracy

- Identifies apparent discrepancies and corrects them, explains them, or provides suggestions for corrective action, as appropriate
- Analyzes financial information and prepares adjusting journal entries as necessary, using QuickBooks reports and PeopleSoft statements to identify the following:
 - Duplicate payments
 - Corrective actions including correcting entries in QuickBooks and contacting other OU departments or outside vendors
 - Issues with accounts and fund codes
 - Corrective actions including researching and making corrections in QuickBooks or departmental JV transfers
 - Data for Carryforward and Year-End closing entries
 - Year-End closing entries require approval from the Associate Dean of Libraries by submitting the proposed entries in an excel file
- Prepares moderate to complex financial statements including financial analysis and forecasts for 16 E&G Org/Fund combinations and 93 OU Foundation accounts
 - Monthly analysis/reports
 - Collections, Operations, and OU Foundation Financial Reports detailing budgets, account balances, expenses, revenue, and projections
 - Accounts Receivable Report, detailing received payments and outstanding payments with aging information
 - IT Expenses Analysis, tracking charges for 202 phone lines, 575 ethernet lines, storage spaces, software and all other charges billed through OU-IT Department
 - Deposit-Revenue Log, listing each deposit with description, amount and revisions required to move funds to the appropriate account
 - Yearly analysis/reports
 - Recurring IT charges, including descriptions, vendor names, previous year's purchasing order numbers, subscription periods and costs.
 - Collections Billing Report, including descriptions, department names, amounts billed and payment status
 - Other financial analysis/reports assigned for special projects
- Works with the Finance and Business Operations Manager and the Associate Dean of Libraries to prepare the annual department budget, including:
 - Gathering data and creating worksheets or other reports if necessary
 - Preparing Budget Revisions
- Reviews and approves purchase requisitions
 - Checks submitted request against approvals
 - Ensures requisitions meet all state and University guidelines
- Reviews and approves payment request forms
 - Confirms request will pay from the correct account, including that payment requests on clearing accounts are notated with the correct internal fund
 - Ensures appropriate internal approvals are in place
- Reviews and approves PCard transactions
 - Reviews invoices in LaserFiche to ensure compliance with state and University guidelines
 - Compares invoices to PeopleSoft transaction reports to ensure accuracy

- Contacts Pcard account holder for additional information or documentation as necessary
- Reviews OU Foundation payment requests
 - Checks supporting documentation to ensure accuracy of amount requested
 - Confirms that the correct OU Foundation and university accounts have been selected
- Reviews and approves personnel action forms
 - Reviews information provided by supervisor to ensure accuracy and approves PeopleSoft form
- Reviews and approves supplemental pay requests
 - Checks timesheets for hours worked and pay rate accuracy and approves PeopleSoft form
- Reviews and approves job postings
 - Confirms posting matches information provided by hiring manager
 - Ensures posting requirements are in line with broadband allowances
- Responds to a variety of financial inquiries, internal and external.
- Provides support during university internal audits and Pcard audits.
- Acts as a team leader for accounting staff.

Qualifications:

Required Education and Experience: Bachelor's Degree AND:

- Minimum of 18 hours of accounting coursework and 24 months experience as a professional accountant

Skills:

- Knowledge of Accounting principles, practices, methods, and terminology
- Advanced computer skills in MS Office, accounting software and databases
- Ability to choose the right mathematical method or formula to solve a problem
- Ability to collect and organize accounting data, interpret the significance, and prepare accurate financial reports
- Ability to solve moderate to advanced accounting and related financial problems
- Ability to set priorities and meet deadlines
- Ability to handle stressful situations
- Excellent organizational, problem-solving, project management and communication skills

Preferred Qualifications:

- Experience using university systems such as PeopleSoft, Taleo and Laserfiche
- Experience using QuickBooks

Applications

All applications must include a cover letter, resume and list of three professional references. Hiring will be contingent upon submission of academic transcripts. Interested individuals may review the full position description at libraries.ou.edu/jobs. To apply for this position, go to <https://jobs.ou.edu> and search for [job number 242782](#) .

About University Libraries

University Libraries seeks to create an atmosphere in which diverse thought and experiences are valued and that promises opportunities to succeed and thrive. Named an “Education Futurist” and recipient of a Campus Technology Innovators Award, the University of Oklahoma Libraries’ award-winning facilities and resources create opportunities for faculty and students to excel. We invest in our organization by recruiting individuals committed to superior user experience and by actively strengthening and expanding our skills and capabilities.

The University of Oklahoma Libraries’ team consists of 16 library faculty, 51 professional staff, and 35 classified staff, as well as graduate and undergraduate assistants. Facilities include the Bizzell Memorial Library located in the heart of campus, Monnet Hall, hosting the Western History Collections, and three branch libraries: Architecture Library, Youngblood Energy Library, and Fine Arts Library. Affiliated OU libraries, not within the administrative oversight of University Libraries, include: the Donald E. Pray Law Library on the Norman campus, Robert M. Bird Health Sciences Library on the Oklahoma City campus, and the Schusterman Library on the Tulsa campus.

The University of Oklahoma Libraries is the largest academic research library in the state of Oklahoma containing more than 5.4 million volumes (including 1.8 million eBooks), 3.6 million microform materials, over 300 databases, and 170,000 serials. Outstanding special collections include the History of Science Collections, with 100,000 volumes; the Western History Collections, with over 12,000 linear feet of manuscripts, 2 million photographs, 80,000 volumes, 2,700 sound recordings, 5,000 cartographic resources, and 580 works of art; the Harry W. Bass Business History Collections, with over 23,000 volumes; the John and Mary Nichols Rare Books and Special Collections, with over 12,000 volumes; and the Chinese Literature Translation Archive, which houses nearly 10,000 volumes and thousands of documents relating to translators of modern Chinese literature in the West.

University Libraries is a member of the Association of Research Libraries, Center for Research Libraries, Coalition for Networked Information, Greater Western Libraries Alliance, Scholarly Publishing and Academic Resources, Council on Library and Information Resources, Digital Public Library of America, HathiTrust, Western Storage Trust, Open Textbook Network, Library Publishing Coalition.

About the University

[The University of Oklahoma](#) serves the educational, cultural, economic, and healthcare needs of the state, region, and nation from three campuses: Norman, Health Sciences Center in Oklahoma City, and Tulsa Schusterman Center. The university is home to over 31,000 students, more than 3,500 faculty and 8,000 staff across all three campuses and is supported by a \$2 billion budget and an endowment of \$1.52 billion. In 2014, OU became the first public institution ever to rank #1

nationally in the recruitment of National Merit Scholars. The 277-acre Research Campus in Norman was named the No. 1 research campus in the nation by the Association of Research Parks in 2013.

The central campus and administrative offices of the University of Oklahoma are located in Norman, a city of more than 120,000 residents. Norman is often cited in “best places to live” rankings and is a culturally rich and vibrant community with outstanding schools, amenities, and a low cost of living. See visitnorman.com for more information about Norman. The state capital, Oklahoma City, is located 20 miles to the north. With over 1.35 million residents and a unique central plains heritage, the Oklahoma City metro is home to a diverse and lively array of arts, culture, dining, sports, and entertainment. For more information about Oklahoma City, see visitokc.com

Why You Belong at the University of Oklahoma: The University of Oklahoma fosters an inclusive culture of respect and civility, belonging, and access, which are essential to our collective pursuit of excellence and our determination to change lives. The unique talents, perspectives, and experiences of our community enrich the learning, and working environment at OU, inspiring us to harness our innovation, creativity, and collaboration for the advancement of people everywhere.

Equal Employment Opportunity Statement: The University of Oklahoma, in compliance with all applicable federal and state laws and regulations, does not discriminate based on race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, housing, services in educational programs or activities, and health care services that the University operates or provides.