



Internal/External	External
Position Title	Accountant (2 openings)
TTC Title and Code	Accountant I (FN001)
FTE	100%
Position Information	Principal Work Location: UW-Stevens Point Main Campus, Old Main <u>Supervisor</u> : Kim Letlebo, Financial Manager of Accounting and Business Services
University Staff Information	<u>Shift</u> : 7:45am-4:30pm, Monday-Friday
Department	Accounting Services/Financial Operations
Department Description	Accounting Services, a department within Financial Operations, maintains accurate and auditable financial records for the UW-Stevens Point campuses. As the hub of financial data, Accounting Services will provide necessary reports and services to on campus and off campus agencies in an efficient and timely manner. Financial Operations is a department within Business Affairs, committed to providing a variety of business and financial services to support the UW-Stevens Point community while ensuring proper internal control in accordance with UW System, State and Federal requirements. The UW-Stevens Point Controller is the Director of Financial Operations.
University Description	Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit www.joinuwsp.org for more information about UW-Stevens Point. To learn about the Stevens Point (aka Point) area fun, jobs, housing, education, quality of life, and bragging rights, visit www.EverythingPointsHere.com .
Position Summary	This position reports directly to the Financial Manager of Accounting and Business Services and performs advanced accounting duties following generally accepted accounting principles and procedures. The accountant exercises significant authority and control over UW-Stevens Point agency funds, prepares and reviews journals and financial reports and assists with budgeting. In addition, they will ensure the accurate recordings and reporting of the business units' financial transactions as well as reconciliation functions.
Required Qualifications	<ul style="list-style-type: none"> • Associate degree or a minimum of 2 years of relevant professional experience • Experience utilizing integrated financial systems, financial reporting tools & Microsoft Office • Strong verbal and written communication skills. • Strong attention to detail. • Ability to analyze financial data and prepare financial reports and account reconciliations • Knowledge of Generally Accepted Accounting Principles (GAAP)



Preferred Qualifications	<ul style="list-style-type: none"> • Bachelor’s Degree in Accounting • 2 years of professional work experience in higher education • Knowledge of governmental (fund) accounting • Ability to interpret policies and regulations • Comprehensive knowledge of financial reports and statements
How To Apply	<p>Please be sure to complete all required fields and include all required documents before submitting your application. To return to a draft application, click on the “My Activities” link at the top of the screen after logging in. Once you click on Submit Application, you will not be able to edit or attach any application materials. After submitting the application, you will receive an Application Confirmation email from the application system. Refer to the “How To Apply” document for more information.</p>
Anticipated Appointment Date	June 6, 2022
Terms of Employment	<p>This is an Academic Staff annual appointment, exempt from the Fair Labor Standards Act. Salary is commensurate with qualifications and experience.</p> <p>UW Stevens Point provides a competitive benefits package including monthly premiums starting at \$32, deductibles starting at \$250, auto-enrollment in the Wisconsin Retirement System (pension) with employer contributions, and 17+ days of paid time off (PTO)*. Additional benefits and more information available on our Total Rewards page.</p>
Deadline	<p>To ensure consideration, completed online applications must be received by end of day, 11:59 pm, on April 21, 2022. However, screening may continue until the needs of the recruitment are met.</p> <p>Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:</p>
Required Materials	<ul style="list-style-type: none"> - Cover letter addressing qualifications and experience - Resume - Contact information for three professional references <p>(Official Transcripts required of finalist to prove receipt of degree, if applicable)</p> <p>Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.</p>
Position Contact	<p>For additional information regarding the position, please call or email: Kim Letlebo, Financial Manager Email: kletlebo@uwsp.edu Phone: 715-346-3944</p>
Human Resources Contact	<p>If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email: Human Resources Email: human.resources@uwsp.edu Phone: 715-346-2606</p>
Special Notes	<p>The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point values diversity and inclusion as supported by our mission, “Through the discovery, dissemination and application of knowledge,</p>



University of Wisconsin
Stevens Point

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Human.Resources@uwsp.edu

UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world.”

Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or hr@uwsp.edu.

The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at <https://www.uwsp.edu/dos/clery/Pages/default.aspx>

The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.

*PTO offering prorated based on start date and hours worked.



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