<table>
<thead>
<tr>
<th>Job Title</th>
<th>Staff Accountant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification</td>
<td>Non-exempt (Hourly)</td>
</tr>
<tr>
<td>Department</td>
<td>Accounting</td>
</tr>
<tr>
<td>Hours Per Week</td>
<td>Part-time, 26 hours per week</td>
</tr>
<tr>
<td>Salary</td>
<td>Commensurate with experience</td>
</tr>
<tr>
<td>Available</td>
<td>Immediately</td>
</tr>
</tbody>
</table>

**Position Summary**

Perform a variety of accounting-related activities, monitors cash balances and reconcile bank accounts, liaison for branch-campus accounting functions. Assist with the property management team and property tax filings.

**Qualifications**

- **Education**: Minimum AA degree in Business or Accounting preferred.
- **Licenses/Certifications**: None required
- **Experience/Skills**
  - **Years of experience**: 1-3 years
  - Microsoft Excel and other Office software: PeopleSoft database knowledge preferred.

**Job Description**

For detailed job description, [click here](#).

**Apply**

- **Apply For This Position** (External Applicants)
  
  *Please also submit a cover letter and resume along with the employment application. Within the employment application, an option is provided giving the ability to upload your cover letter and resume.*

- **Apply for This Position** (Internal Applicants, Current employees, not Student)
  
  *Please also submit a cover letter and resume along with the employment application. Within the employment application, an option is provided giving the ability to upload your cover letter and resume.*

**Questions**

Human Resources: 509-527-2820 or email: employment@wallawalla.edu