



## ACCOUNTANT ASSOCIATE

### How to Apply

A cover letter and resume are required; the cover letter must be PAGE 1 of your resume. The letter should:

- 1) Specifically outline the reasons for your interest in the position.
- 2) Outline your particular skills and experience that directly relate to this position.
- 3) Include your current or ending salary.

### Job Summary

Merit Network Inc., a nonprofit corporation owned and governed by Michigan's public universities, owns and operates America's longest-running regional research and education network. In 1966, Michigan's public universities created Merit as a shared resource to help meet their common need for networking assistance. For over 50 years, Merit Network has remained on the forefront of research and education networking expertise and services. Merit provides high-performance networking solutions to Michigan's public universities, colleges, K-12 organizations, libraries, state government, healthcare and other non-profit organizations.

For more information: [www.merit.edu](http://www.merit.edu)

The Finance and Administration Department at Merit Network consists of talented, enthusiastic people who are at Merit because they believe in Merit's mission, and because they enjoy what they do. Finance and Administration is driven by Merit values and is committed to making a difference in Merit and the communities served by Merit. As a part of Finance and Administration, the Finance team provides high quality analysis to Merit management and assists both Merit staff and membership with financial inquiries, requests and reports.

Reporting to Merit's Controller, this position is responsible for accounts payable and accounts receivable accounting processes, invoicing, reconciling, improvement of internal controls, and assisting with various tasks in support of departmental accounting needs.

## Responsibilities\*

Essential Functions for this position are followed by an (E). As the Accountant Associate, this position's key responsibilities include, but are not limited to, the following:

- Accounts Receivable
  - Review for correct Receivable backup for assigned Members and follow up with any unresolved items (E)
  - Invoice assigned Members monthly, quarterly or annually, as required (E)
  - Make collections calls on all overdue invoices (E)
  - Answer any questions from Members regarding billing (E)
  - Record payments received (E)
  - Follow all Merit Network and UM procedures for financial best practices (E)
- Accounts Payable
  - Monitor "accountspayable" group email account for vendor invoices to be paid (E)
  - Create payment requests for all vendor invoices related to assigned departments and obtain approvals, getting additional information when necessary (E)
  - Review payment requests, purchase orders and other expense documentation for adherence to both Merit and University of Michigan requirements (E)
  - Analyze and compile financial information for general ledger entries (E)
  - Provide financial information to external customers and vendors (E)
  - Place supply orders for assigned departments as needed (E)
  - Follow all Merit Network and UM procedures for financial best practices (E)
- Reconciliation
  - Reconcile income statement lines for all assigned project/grants (E)

- Manage financial aspects of assigned project/grants, working with the project manager expense authorizer and other team members to ensure appropriate revenue and expense classifications (E)
- Purchase Orders
  - Prepare purchase orders and gather necessary approvals for vendor and/or internal use (E)
  - Confirm that all equipment/supplies ordered match intake (packing slips) (E)
  - Maintain Footprints Purchasing tickets with order information and documentation to track purchases and appropriate backup documentation (E)
- Other ad-hoc duties as assigned

Other Duties: Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Required Qualifications\***

- Bachelor's degree in Business Administration with a concentration in Accounting or Finance, or related field, or equivalent combination of education and experience
- Two years of Accounting/Finance related experience
- Strong Excel skills
- Excellent organizational skills and attention to detail
- Ability to contribute and collaborate effectively as a member of a highly-functioning and productive team
- Strong interpersonal skills with the ability to interact effectively with employees at all levels within the organization
- Self-motivated to work independently and also work well within a team environment
- Ability to have several projects in progress at the same time, with the ability to report out on projects in process when information is requested

### **Desired Qualifications\***

- Familiarity with using M-Pathways, NetSuite and Concur
- Familiarity with Footprints
- Processing ad hoc queries from the data warehouse and NetSuite
- Knowledge of University policies, procedures and regulations, and of the university administrative and functional organization

## **Additional Information**

- Relocation assistance is not available for this position.
- For information about benefits: <http://careers.umich.edu/benefits/>
- For additional information about this position and to review other current openings at Merit, please visit our website at: <http://merit.edu/employment/>

Supervisory Responsibility: This position has no supervisory responsibilities.

Work Environment: This job operates in a professional environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands: The physical demands described here are representative of those that must be met by an employee (with or without accommodations) to successfully perform the essential functions of this job.

Employee must frequently work at computer station, answer telephone calls, emails, and/or other forms of customer/client communication. Employee may on occasion be required to move items of various sizes and weights throughout the office or building.

Position Type/Expected Hours of Work: This is a full-time position, work schedule will be determined by supervisor and may change if necessary. There may be some occasional work required outside of established schedule, which may include weekends and holidays. Typical work schedule is 8am – 5pm, Monday through Friday for most staff.

Travel: Travel may be required.

## **Background Screening**

The University of Michigan/Merit Network conducts background checks on all job candidates upon acceptance of a contingent offer and may use a third party administrator to conduct background checks. Background checks will be

performed in compliance with the Fair Credit Reporting Act.

## Contact Information

- If you have any questions regarding this job, please contact:  
[merithr@merit.edu](mailto:merithr@merit.edu)
- If you need assistance completing this application, please call (734) 615-2000, option 1

## Mission Statement

Merit Network Inc. serves the research, education and public sector communities as a trusted and valued partner. Merit advances member success, research, economic development, collaboration, and professional development by leveraging its network infrastructure, expertise and the value of its member communities.

## Application Deadline

Job openings are posted for a minimum of seven calendar days. This job may be removed from posting boards and filled any time after the minimum posting period has ended.

## U-M EEO/AA Statement

The University of Michigan is an equal opportunity/affirmative action employer.

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### Job Detail

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<b>JOB OPENING ID</b> 151768	<b>FULL/PART TIME</b> Full-Time	<b>DEPARTMENT</b> Merit Network
<b>WORKING TITLE</b> Accountant Associate	<b>REGULAR/TEMPORARY</b> Regular	<b>POSTING BEGIN/END DATE</b> 12/20/2017 – 1/03/2018
<b>JOB TITLE</b> Accountant Associate	<b>FLSA STATUS</b> Nonexempt	<b>SALARY</b> \$45,000.00 – \$50,000.00
<b>WORK LOCATION</b> Ann Arbor Campus Ann Arbor, MI	<b>ORGANIZATIONAL GROUP</b> Affiliated It Orgs	<b>CAREER INTEREST</b> Finance



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