(PD-965) Accountant II

POSITION INFORMATION

Internal Team:* SL-Administration and Finance-125000

Job Code/Employee Classification:* Accountant II

Job No: 4555

MPP Job Code:

Position Number: Accountant II

Position no: SL-00009066

CSU Working Title:* Accountant II

Reports To:

Campus:* San Luis Obispo

Division:* Administration and Finance

College/Program:* Administration and Finance

Department:* Administration and Finance - 125000

FLSA Status:* Exempt

SENSITIVE POSITION

Sensitive Position: ☐ Yes ☐ No

Job Summary/Basic Function:* Under general direction of the Executive Director of Finance, Foundation, assist in the administration of Foundation investment and treasury functions, including maintaining the required accounting records, reconciliation of investment accounts, processing documents and auditing transactions. Responsible for all day to day banking functions, including account reconciliations, recording transactions, and reporting activity. Prepare and present reports on cash and investment activities. Close month and year end general and subsidiary ledgers and prepare monthly financial reports. Audit the Foundation's financial transactions for compliance with accounting principles. Assist in annual audit and tax preparation.

Minimum Qualifications:* Equivalent to graduation from a four-year college or university with a major in accounting, business administration, finance or a closely related field. (Any equivalent combination of education and experience, which provides the required knowledge and abilities, may be substituted for the required education).
**Required Qualifications:**

- Working knowledge in record keeping, including knowledge of principles and practices of accounting, budgeting, and reporting.
- Knowledge of operational and fiscal analysis and statistical techniques.
- Ability to research, develop, and evaluate complex fiscal policies and programs.
- Ability to gather information from a wide variety of resources, analyze the information and summarize and present the information in a useful, understandable manner.
- Demonstrated ability to maintain a high degree of confidentiality.
- Ability to understand, interpret and apply policies, procedures, principles, concepts, work processes, laws, rules and reference materials pertinent to the duties of the position, and to communicate these effectively verbally and in writing.
- Ability to use these resources and research skills to develop conclusions and make recommendations.
- Knowledge and ability in the execution of principles and best practices associated with fiscal management.
- Ability to make independent decisions and exercise sound judgement.
- Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
- Ability to work in a busy office environment with frequent interruptions and the ability to give close attention to detail. Independently organize and plan work, including handling multiple priorities, meeting deadlines and determining priorities.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds, particularly in sensitive situations.
- Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing. Thorough knowledge of English grammar, spelling, and punctuation.
- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
- Ability to provide a high level of professional, courteous interactions in person, on the phone, via email and in other modes of written communication.
- Working knowledge of or ability to quickly learn University infrastructure, policies, and procedures.
- Ability to prepare and enter journal entries in accordance with Generally Accepted Accounting Principles (GAAP).

**Preferred Qualifications:**

- Ten years' experience as an accountant or financial analyst involved in preparation of financial reports, reconciliations, and preparing financial transactions analysis.
- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
- General knowledge of the PeopleSoft Common Finance System (CFS) module and the effect and outcome of operations performed.
- Experience in a university environment and knowledge of its organizational structure and the various offices and their respective responsibilities within the university.
- Ability to query and manipulate data utilizing PeopleSoft CFS.
Special Conditions:

Must be willing and able to travel and attend training programs off-site for occasional professional development.

Must be able to work overtime, and adjust working hours to meet job requirements. May be called back periodically to perform work as needed on an emergency basis.

Must be able to successfully pass a pre-employment background/fingerprint check.

Ability to work on a keyboard and with a PC monitor to enter and retrieve information throughout the day.

Work under strict deadlines in a sometimes stressful environment.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.

This position classification has been defined as "Exempt" and is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

License / Certification:

Mandated Reporter:* Limited - The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

NCAA:*

Conflict of Interest:* None

Supervises Employees:*

Job Duties

**JOB DUTIES**

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<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
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Supervisory Duties

Supervise student assistant employees, including but not limited to providing work responsibilities, scheduling hours of work and providing an annual evaluation.

Investment Management Duties

Establish and maintain accounting records for investment activities, including the endowment and similar funds. Reconcile investment broker statements to subsidiary financial information in the general ledger and other subsidiary systems.

Develop and control the investment accounting/reporting system (IMS). Periodically report on the return on investments and funds available.

Provide support for annual external audit and tax preparation. Including general ledger account reconciliations and collection of documentation.

Assist the Trust and Endowments Department with periodic reconciliation of gift activity and other Life Income related tasks as needed.

Conduct statistical analyses and interpret data concerning investments to assist the Executive Director of Finance and Foundation Board in determining investment policy.

Treasury Administration Duties

Monitor bank transactions and coordinate with appropriate staff, the recording of transactions, including processing fees, stop payments, unclaimed checks, and transaction identification.

Prepare the bank reconciliation for all Foundation accounts and the appropriate audit schedules.

Assist with the management of credit card functions, including approval and monitoring of requests for new credit card merchant accounts.

Assist with creation, oversight and management of all third party payment solutions.

Cash Management

Assist with an effective system of cash management that anticipates cash needs and plans adequately to satisfy cash-flow requirements.

Track cash-flow activities, analyze cash balances in various Foundation bank accounts and money-market funds, and prepare reports to management.

Prepare a cash flow forecasts for the Foundation.

In coordination with the University Cashiers Office, this position acts as lead resource on campus to answer questions and provide information regarding Foundation cashiering policies/procedures.

Accounting Duties

Review general ledger transactions for reasonableness.

Perform month end and year end closing of the Foundation’s accounting records.

Responsible for the scheduling of processes, the maintenance of the chart of accounts, reporting, development and maintenance of recurring journal entry processes.

Responsible for developing and maintaining a thorough understanding of the Peoplesoft allocation processes that affect the general ledger.

Arrange for pre-posting audit of documents and journals to ensure accuracy in financial reporting and compliance with applicable laws, policies, procedures, and accounting principles.

Study document flow and internal office procedures. Make recommendations for changes which streamline processing, improve internal controls, and provide for an efficient office operation.

Direct the preparation of monthly and annual financial reports for the Foundation by reviewing reports for accuracy and ensuring timely period closings.
Administer financial system security for the Foundation and University users.

Perform other job-related duties and special projects as assigned.

Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

Prepare cost/benefit analysis of various programs.

Other duties as assigned; assist the Executive Director of Finance, Foundation as requested; various other as requested.

Research and analyze financial data and present comprehensive reports to Foundation management team that include projections and recommendations for action.

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