(PD-974) Accountant I

POSITION INFORMATION

Internal Team:* SL-Administration and Finance-125000
Job Code/Employee Classification:* Accountant I

MPP Job Code: Job No. 1752
Position Number: No position selected.

CSU Working Title:* Accountant I
Reports To: Dir Univ Accountg & Reporting
Campus:* San Luis Obispo
Division:* Administration and Finance
College/Program:* Administration and Finance
Department:* Administration and Finance - 125000
FLSA Status:* Non-Exempt

SENSITIVE POSITION

Sensitive Position: Yes  No
Job Summary/Basic Function:* Under the general supervision of the Director of University Accounting & Reporting, this position performs a variety of duties and functions for University Accounting and Reporting, which is a section within the University Financial Services department. While the primary assignments are specific to University Campus Program (UCP) responsibilities, there is a significant amount of cross-functional policy and procedure knowledge and analysis required to perform the duties of this position, especially with regards to purchasing, travel, and hospitality.

UCP is an area of responsibility focused on accounting for gift-related revenues and expenses. UCP activities include, but are not limited to creating new UCP funds, ensuring that gifts and related gift fees are applied appropriately; that fund directors are aware of spendable balances; expenses are in line with donor intent; ensure only authorized signers are approving expenses funded by gifts; and that the confidentiality of donor data is properly maintained. The duties of this position also require the creative use of a variety of software applications to regularly provide gift reporting for customers in the Colleges that are concise and easy to understand.

The incumbent must interact and maintain excellent working relationships with all campus personnel and Departments, with special emphasis on fostering strong working relationships with University Development, lead administrative staff within the Colleges and all areas within the Fiscal Services Department.

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 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).
- 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.

Preferred Qualifications:

- 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 non-exempt and is subject to overtime provisions of the Fair Labor Standards Act (FLSA).

License / Certification:

Mandated Reporter:*

NCAA:*

Conflict of Interest:*

Supervises Employees:*

Job Duties

JOB DUTIES

% of time Duties / Responsibilities Essential / Marginal
Create New UCP Funds

Log and track new UCP spending agreement documentation, including:
  i. Spending agreement
  ii. Signature authorization form
  iii. Supporting emails, correspondence, etc.

Transfer gift funds to newly created funds.

Maintain UCP fund agreements and supporting documentation.
Communicate newly created fund and balance information to the fund directors.

Prepare Monthly Undistributed Gifts Report

Download data from Dashboards and the Advance system to collect data on all gifts received in University Development that have not yet been applied to a fund.

Ensure that gifts fees are properly applied to all gifts in the undistributed gift fund and ensure that gifts that don't have a gift fee applied are properly exempted.

Segregate gifts to facilitate individualized reporting for each college or division.

Summarize results and present to University Development and Fiscal Services Management on a monthly basis. Aggregate meeting discussion points and develop action plans to execute tasks assigned during the meeting.

Prepare Journal Entries for a Number of UCP Related Financial Transactions, Including but not Limited to:

Gift fees provided by University Development.

Transfer gifts and related fees to newly created UCP funds.

Correct gifts posted to the wrong gift fund.

Recording checks received from auxiliaries

Audit UCP Expenses

Ensure that expense is in line with the UCP spending agreement.

Ensure that expense is approved by an authorized signer on the UCP fund.

Prepare Policy and Procedure Drafts

Suggest policy and procedure refinements with a special focus on enhancing efficiency and making it easier for the colleges to conduct business.

Training staff and faculty within the Colleges on UCP policies and procedures.

Provide input and assist in the design and enhancement of reporting solutions using a variety of different software to enhance visibility in the colleges of the funds available and to ensure funds are used timely.

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

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

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**USERS AND APPROVALS**