



**A. Position Data**

Incumbent: Vacant/Recruitment EmplID: \_\_\_\_\_ Date: \_\_\_\_\_  
 Working Title: Capital Project/Accounts Receivable Tech. Work Direction Given By: Manager of Budget & Finance  
 (Lead)  
 Department: Facilities Management and Services Reports To Title: Manager of Budget & Finance  
 (Appropriate Administrator)  
 Division: Business & Finance College (if applicable): \_\_\_\_\_  
 Reason:  
 Vacant Position  Classification Review / In Range Progression  Revision  Performance Evaluation  New Hire  
 Is this a new position? No

Classification Title: Accounting Technician III Job Code: 1740  
 Position Number: 00003715 Level/Range/Grade: 1  
 FLSA Code:  Exempt  Non-Exempt Time Base:  Check box if Intermittent   
 Pay Plan:  10/12 month  11/12 month  12/12 month CBU/MOU: R07-Clerical/Administrative CSUEU

**B. POSITION PURPOSE**

Working independently, under direction of the Manager of Budget & Finance, the Capital Projects and Accounts Receivable Technician provides journey-level record-keeping support including monitoring, compiling, reviewing, reconciling and reporting financial transactions for Facilities Management and Services (FMS). Incumbent will perform technical record-keeping tasks related to campus minor and major capital projects and work orders, consistent with standard practice and established guidelines. Incumbent will verify support documents, record costs, answer questions, maintain billing information in the Common Maintenance Management System (CMMS), and review transactions in the Common Financial System (CFS) for accuracy. Working with the department Budget & Finance Manager, Director of Business Operations, and various project managers, incumbent will maintain accuracy of project budgets, process purchase requisitions, verify chartfield strings, process invoices and change orders. Incumbent also assists with maintenance and operation of integrated financial systems and/or other types of records management systems, such as the Common Maintenance Management System (Web TMA) and PeopleSoft, used by the department, and/or Chico State to monitor information. Additionally, incumbent will perform general support duties for the department's Customer Service Center such as answering phones and serving as backup to customer support, as needed.

Facilities Management and Services (FMS) is a large, complex department. Various shifts are worked providing diverse administrative and operational services campus wide.

**SPECIAL REQUIREMENTS/DESIGNATIONS OF THE POSITION:**

California State University, Chico, in accordance with CSU policy, requires that the successful candidate complete a background check (including a criminal records check, sexual offender registry check, and/or fingerprinting) prior to assuming this position. Failure to satisfactorily complete or pass the background check may impact the job offer or continued employment of current CSU employees who apply for posted positions identified as sensitive. This position is considered a sensitive position based on CSU guidelines.

This position as set forth in CSU Executive Order 1083, revised July 21, 2017 is not designated as a required mandated reporter under the California Child Abuse and Neglect Reporting Act.

## C. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

NOTE: This Position Description is intended to give an overview of the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties and responsibilities of this position. Other functions may be assigned as deemed necessary.

Does this position include Work Lead Responsibilities? No \_\_\_\_\_

### List Functional Category with Responsibilities:

% of Time	Priority Weight
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50%	
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#### CAPITAL PROJECT SUPPORT FUNCTIONS:

- \* Review, analyze and follow-up on project requisitions, track contract funding amounts and information for reporting purposes.
- \* Maintain transaction records for funds, projects, programs, and/or activities, which may involve multiple transactions.
- \* Maintain a dashboard or report of funded projects and work orders related to project estimate and work authorization forms (PEWAF) and perform associated processes for closing projects.
- \* Answer questions, coordinate cost information for billing, and assign costs to appropriate chartfield strings for reimbursement.
- \* Identify and pursue corrections to encumbrances, and related transactions, within assigned area of responsibility.
- \* Close out reimbursable projects, enter and ensure information in CMMS is correct. Verify data on work orders and in procurement system including purchase order information, labor, parts, hazardous material and other related project details.
- \* Work with manager on year-end processes, roll current year's PRs, if needed, and accurately report to Financial Accounting and Reporting.
- \* Process project related transactions for Furniture, Fixtures, and Equipment (F, F & E) using established procurement and accounts payable functions and responsibilities.
- \* Set up new capital project budget spreadsheets and maintain as needed.
- \* Update budget spreadsheets as requisitions/POs/Contracts/ESAs are processed.
- \* Reconcile all capital projects (budget spreadsheet against PeopleSoft/Hyperion and CMMS) monthly and/or as requested, ensuring that all expenses are entered.
- \* Track capital project purchase orders and invoices by supplying transaction information and recording costs in CMMS.
- \* Assist in preparing cash flow documents to the Chancellor's Office and year-end closeout processes for capital projects.
- \* Monitor projects by running Insight and CMMS reports.
- \* Work with Design staff to process project invoices, ensuring appropriate approvals against all purchase orders, resolve problems and discrepancies, verify JOC contract payments and compare PEWAF and change order funding amounts.
- \* Track contract funding purchase order amounts and information for reporting purposes for projects.
- \* Backup to Procurement/AP Account Technician with processing FMS department related purchase requisitions.

#### ACCOUNTS RECEIVABLE FUNCTIONS FOR CAPITAL PROJECTS AND FMS:

45%	
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- \* Perform various accounts receivable tasks and duties, including checking back-up documentation and processing project payment documents/invoices.
- \* Assemble, compile, and review obligations, prepaid and other encumbrance cost data used for the preparation of financial reports.
- \* Prepare reconciliation reports.
- \* Regularly monitor service agreement work orders for, but not limited to, Associated Students, Chico State Enterprise, Academic Affairs, University Housing and vehicle billing, follow-up and assist with compiling incomplete information and submit to manager for review.
- \* Provide necessary cost recovery reports and invoices at appropriate intervals.
- \* Maintain and provide manager with year-end vandalism, parking lot maintenance and alternative transportation costs for year-end reimbursement.
- \* Provide invoicing information to appropriate campus departments for billing.
- \* Review State Fire Marshall (SFM) invoices for proper charges and ensure FMS costs are recorded on the appropriate work orders. Coordinate with campus SFM service requesters regarding the monthly bill to obtain chartfield string information. Send approved and finalized SFM invoices to AP for processing.
- \* Maintain a dashboard or report of work orders charge authorization forms (CAF) and perform

List Functional Category with Responsibilities:

% of Time	Priority Weight
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- associated processes for cost recovery and closing, and work with Central Supply and Shipping/ Receiving staff to ensure freight and other final charges are entered correctly.
- \* Answer questions, coordinate cost information for billing, and assign costs to appropriate chartfield strings for reimbursement.
- \* Provide manager with cost recovery projections, review transactions for proper recording, and perform charge-back cost and reimbursement reconciliations.
- \* Work with and assist manager with year-end financial close-out and processing of information related to fiscal deadlines and Chico State accounting processes.
- \* Work with and assist staff to facilitate smooth financial processing year-round.
- \* Resolve problems related to cost recovery responsibilities, consult with manager on complex or unusual problems.
- \* Backup to Procurement/AP Account Technician with processing FMS department related invoices.

MISCELLANEOUS DUTIES:

5%	
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- \* Assist in the efficient operations of the department's Customer Service Center by answering phones and helping customers when needed.
- \* Maintain documentation for job related processes.
- \* Interpret and explain Chico State, government, and funding agency regulations to students, faculty/ staff, and outside parties related to assigned responsibilities.
- \* Train and monitor the work of student employees who perform clerical tasks to assist FMS with accounting functions.
- \* Utilize CMMS Dashboard(s) to verify and recommend corrections to data as required or necessary. Monitor dashboard data and keep KPIs within established thresholds.
- \* Perform other duties as assigned.

Total should equal 100% Time and 100 Weight	Total	100%	0
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**D. GENERAL GUIDELINES AND EXPECTATIONS**

1. Represents the University promoting a positive public image.
2. Acknowledges, respects, and values each individual.
3. Applies the highest standard of excellence to the delivery of service to our customers and community.
4. Demonstrates an open, participatory, team-oriented style; working cooperatively toward the achievement of your department's mission and goals; and demonstrating flexibility and adaptability regarding changes.
5. Keeps commitments. Notifies supervisor if a deadline cannot be met by describing what measures can be taken to correct the situations.
6. Maintains knowledge and skills at a level necessary to perform work.
7. Adheres to established work hours including starting time, and lunch and rest breaks. Provides appropriate planning and notice for all absences.
8. Is fiscally responsible with the organization's equipment, property and funds.
9. Adheres to the highest level of professionalism by demonstrating honesty, integrity and reliability. Encourages others to act in this professional manner.
10. Demonstrates the ability to effectively establish and maintain cooperative working relationships with a diverse multi-cultural environment.

Additional Guidelines and Expectations

N/A

**E. QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

**1. Demonstrated Knowledge, Skills and Abilities**

Must have the knowledge, skills and abilities to perform the responsibilities of this position as stated in the sections for Essential Functions and Responsibilities, Work Lead Responsibilities (if applicable) and General Guidelines and Expectations.

**KNOWLEDGE:**

Incumbent must possess:

- \* Comprehensive knowledge of financial record-keeping, mathematical and general office methods, procedures and practices.
- \* Basic knowledge of Generally Accepted Accounting Principles (GAAP).

**ABILITIES:**

Incumbent must have the ability to:

- \* Review financial documents for accuracy, completeness, validity, and adherence to standards.
- \* Compute and post numbers rapidly and accurately.
- \* Maintain files and records
- \* Identify, trace, and correct errors
- \* Follow directions
- \* Interpret and apply written rules and regulations
- \* Establish and maintain effective working relationships with others
- \* Exercise tact, courtesy, alertness, and good judgment in responding to others
- \* Use current computer word processing and spreadsheet software programs, web browsers, query tools, integrated financial systems and/or other types of records management systems, such as student accounting, cashing and student financial aid.
- \* Read and write English at a level appropriate to the position.
- \* Apply accounting procedures and practices to the analysis of basic accounting problems
- \* Analyze and interpret accounting data
- \* Apply problem solving techniques in finding solutions to basic accounting problems
- \* Understand and apply applicable rules, regulations, policies, and procedures
- \* Work independently and follow directions
- \* Make sound decisions and recommendation regarding accounting activities
- \* Interpret and apply a wide variety of written rules and regulations
- \* Maintain accounting records for funds, programs, or activities involving multiple transactions
- \* Compile, verify, and reconcile financial data
- \* Investigate and resolve errors and discrepancies
- \* Read and interpret computer-generated reports
- \* Perform assigned duties.

**2. Education and/or Experience**

**EDUCATION**

Any equivalent combination of education and experience which provides the required knowledge and abilities.

**AND**

**EXPERIENCE**

Equivalent to four years of progressively responsible financial record-keeping experience which has provided the above knowledge and abilities.

**F. PHYSICAL REQUIREMENTS**

The physical requirements described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent/applicant will need to be able to perform the essential job functions (duties) of this position with or without reasonable accommodation. This position alternates between remaining in a stationary position operating a personal computer for long periods of time and frequently moving about inside the office. Must be able to travel across campus to other offices and buildings on campus for meetings and events. Also refer to the physical requirements & work environment form regarding this position.

**G. WORK ENVIRONMENT**

Work is performed in a typical office environment operating standard office equipment. Position requires heavy use of computer, phone, copier, MS Office Suite, and TMA. May require flexible work schedule, to complete projects or events. This position frequently attends meetings and works with administrators, staff, faculty, students and the public. Also refer to the physical requirements & work environment form regarding this position.

**H. PREFERENCES - This section is for recruitment purposes only**

Please indicate what special skills, education or knowledge are preferred.

**I. ADDITIONAL RECRUITMENT INFORMATION - This section is for recruitment purposes only**

**APPROVAL**

*In Order of Approval*

Incumbent: \_\_\_\_\_ Date: \_\_\_\_\_

Appropriate Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President (or Designee): \_\_\_\_\_ Date: \_\_\_\_\_

Classification/Compensation: \_\_\_\_\_ Date: \_\_\_\_\_