
POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

POSITION INFORMATION

Type of Action Requested:*	New (Create a new Position Description)
Internal Team:*	FL-Dean HSS - 10078
Job Code/Employee Classification:*	Accountant I <u>Job Code: 1762</u>
Classification Title:	Accountant I
MPP Job Code:	NA
Position Number:	Accountant I <u>Position no: FL-10008395</u>
CSU Working Title:*	Accountant I
Salary Range/Grade:	1762-RANGE A-Grade-1 Minimum: \$ 4,453.00 Maximum: \$ 8,343.00 Pay Frequency:
Reports to Supervisor:	Patricia Balderas
Reports To:*	Manager, Financial Resources <u>Position no: FL-10004695</u>
Campus:*	Fullerton
Division:*	VP, Academic Affairs
College/Program:*	College of Humanities & SS
Department:*	Dean HSS - 10078
FLSA Status:	Non-Exempt
Hiring Type:	Probationary
Workplace Type (Exclude Inst Fac):	Telecommute eligible (work onsite as scheduled and/or as requested and telecommute as scheduled)
Pay Plan:	12 Months
Pay Plan Months Off:	

POSITION DESIGNATION

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.
Conflict of Interest:*	None
NCAA:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is this a Sensitive Position?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Care of People (including minors) Animals and Property:	No
Authority to commit financial resources:	No
Access/control over cash cards and expenditure:	No
Access/possession of master/sub-master keys:	No
Access to controlled or hazardous substances:	No
Access/responsibility to personal info:	Yes
Control over Campus business processes:	No

Responsibilities requiring license or other: No
Responsibility for use of commercial equipment: No
Is this a Campus Security Authority (CSA): Yes No
Serves a security function: No
Designated recipient for crime/misconduct reports: No
Significant responsibility for Student Activities: No
Significant responsibility for Campus Activities: No

Job Summary/Basic Function:*

The College of Humanities and Social Sciences is committed to educating students to be culturally, globally, socially, historically, and environmentally astute, civically responsible alumni able to navigate an increasingly complex and interconnected world. We seek an exceptional individual who is organized, detail-oriented and possesses excellent communication skills to join our team as an Accountant.

The ideal candidate for this role should have a positive attitude and an active, energetic mind characterized by highly ethical practices and a commitment to diversity, openness, flexibility, integrity, and kindness.

Under the direction and guidance of the Financial Resources Manager, the Accountant for the College of Humanities and Social Sciences performs various financial duties to support the Dean's Office in managing the college budgets. Monitors, tracks, and analyzes either an individual department or college-wide budgets. Accurately and effectively performs various accounting reconciliations, prepares financial transaction documents, and completes routine financial and trend analyses. Performs research to resolve discrepancies and/or develop alternative solutions and recommendations. Extracts, reviews, formulates and prepares financial reports. Provides technical assistance to department staff researching and interpreting financial information, policies, and procedures. Other duties as assigned include but are not limited to working the campus commencement ceremonies, H&SS events, and other campus events.

Minimum Qualifications:*

Bachelor's degree from an accredited four-year college or university in accounting, business administration, or a closely related field or a combination of education and experience which provides the required knowledge and abilities.

General knowledge of generally accepted accounting principles(GAAP) and practices, office methods and procedures, the statistical and arithmetic presentation of data, and the uses of computers in accounting functions. Ability to learn and apply laws, rules, and procedures related to governmental accounting. Ability to interpret and follow instructions and policy guidelines, analyze financial and statistical data, and draw sound conclusions. Ability to utilize problem-solving techniques and operate calculating machines, personal computers, and/or automated accounting systems. Ability to establish and maintain effective working relationships with others.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Required Qualifications:

Preferred Qualifications:

Several years of experience performing financial or budget analysis or other fiscal processing in an educational environment strongly preferred. Working knowledge of PeopleSoft desirable.

Special Conditions:

License / Certification:

Supervises Employees:*

Yes No

If position supervises other employees; list position titles:


Student Assistants

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
50	<p>Financial Reconciliation, Review, and Reporting: Monitor, track, and analyze individual departments or college-wide budgets and develop recommendations regarding performance. Perform monthly reconciliation for over 30 accounts to other reports and internal source documents to ensure completeness and accuracy. Maintain operational and equipment expense records for the Dean's Office. Report and resolve problems and errors with the Financial Services Division. Prepare budget transfers, account corrections, or other documents required to resolve problems associated with incorrect entries. Extract and formulate monthly budget data required for forecasting. Review and analyze data from various financial reports to identify needed follow-up. Maintain other tracking databases and financial records. Perform part-time faculty cost per unit analysis for each academic department for budget performance and projections. Monitor daily financial transactions and account reconciliations. Assist with developing and distributing annual budget allocation spreadsheets of salary and operating expenses to departments. Conducts periodic reviews of the department's financial transactions to ensure compliance with university policies. Perform monthly reconciliation of California State Philanthropic Foundation and Auxiliary Services Corporation accounts. Review proposed grant budgets for completeness, appropriateness, and accuracy. Monitor approved grant expenditures against budget. Forecast cash flow for grant expenditures or scholarship awards. Reconcile reports and financial data with financial statements on file; prepare journal entries; resolve problems associated with incorrect entries; deviations from established procedures.</p>	Essential
45	<p>Financial Processing: Provide technical assistance to college support staff in researching problems as well as help interpret and communicate information relating to policies and procedures related to the following financial services areas: Contacts and Procurement (including P-card and ebusiness shopping), Accounts Payable (including travel requests and expense reports, and on-campus interviews), Accounting Services and Financial Reporting, Payroll or Budget office. Review various financial documents prepared by College personnel for appropriateness, completeness, and accuracy. Prepare purchase requisitions or service contracts for the Dean's Office or college departments. Make P-card purchases for the Dean's Office or College departments. Reconcile P-card statements for Dean's Office cardholders and as a backup for department cardholders, if necessary. Review Department Chairs P-card reconciliation for documentation completeness (receipts and D-11s, if necessary), accuracy (account chart fields), and appropriateness (prohibited purchases). Process faculty special consultant pay. Assist faculty in relocation reimbursement procedures and claims. Assist faculty professional development start up fund purchases. Assist with faculty "buyout" processing and tracking. Assist with training college support staff on changes in proper processing procedures. Prepare check requests, requisitions, and other documents for the Auxiliary Services Corporation (ASC) or Philanthropic Foundation (CSFPF) for various purposes, including scholarships and reimbursements. Prepare cost match verification forms, faculty release time, and other grant-related documents for processing through the ASC or CSFPF.</p>	Essential
5	<p>Other duties as assigned.</p>	Essential

SELECTION CRITERIA

 There are no items to show

Physical Mental and Environmental Demands

**** Physical Mental and Environmental Requirements Must be Completed for all Positions ****

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

Physical and Mental Requirements

Bending:	Occasionally
Climbing:	Never
Concentrating:	Constantly
Crawling:	Occasionally
Decision Making:	Frequently
Keyboarding and Mousing:	Constantly
Lifting or Carrying up to 10 lbs.:	Occasionally
Lifting or Carrying up to 25 lbs.:	Occasionally
Lifting or Carrying up to 50 lbs.:	Occasionally
Lifting or Carrying over 50 lbs.:	Never
Performing Calculations:	Constantly
Pushing or Pulling:	Occasionally
Reaching Overhead:	Occasionally
Repetitive Motion of Upper Extremities:	Constantly
Sitting:	Constantly
Standing:	Occasionally
Stooping Kneeling or Squatting:	Occasionally
Walking:	Occasionally

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Physical & Mental Requirement No. 1
Description:

Other Physical and Mental Req No.1 Frequency:

Other Physical & Mental Requirement No. 2
Description:

Other Physical and Mental Req No.2 Frequency:

Other Physical & Mental Requirement No. 3
Description:

Other Physical and Mental Req No.3 Frequency:

Other Physical & Mental Requirements:

Environmental Requirements

Drive motorized equipment:	Never
Excessive Noise:	Never
Hazards:	Never
Outdoor:	Occasionally
Elevated Work:	Never
Extreme Temperature (hot or cold):	Never
Indoor (Typical office environment):	Constantly

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

**Other Environmental Requirement No. 1
Description:**

Other Environmental Req No.1 Frequency:

**Other Environmental Requirement No. 2
Description:**

Other Environmental Req No.2 Frequency:

**Other Environmental Requirement No. 3
Description:**

Other Environmental Req No.3 Frequency:

Other Environmental Requirements:

POSTING DETAILS

Advertising Summary:

The Dean's Office in the College of Humanities and Social Sciences is seeking an exceptional individual to join our team as an Accountant I. The ideal candidate in this role should have a positive attitude and an active, energetic mind that is characterized by highly ethical practices and a commitment to diversity, openness, flexibility, integrity, and kindness.

Advertisement text:

HRDI only

USERS AND APPROVALS

Justification for Position:

Replacement of Ciara Mosca.

Hiring Administrator:*

Gennie Hardy

Email address: ghardy@fullerton.edu

Approval process:*

FL - OLD PD Approval (Staff/MPP) - No Dept. Head

1. MPP Supervisor/Associate Dean:	Patricia Balderas ✓ Approved Oct 8, 2024
2. HR Classifier:	Tammy Dietzel ✓ Approved Oct 23, 2024
3. Appropriate Administrator/Dean:	Jessica Stern ✓ Approved Oct 23, 2024
4. Position Management:	FL-HRDI PM ✓ Approved Oct 23, 2024

HR/Faculty Affairs Representative:*

FL-HRDI Classifier

Email address: hrrecruitment@fullerton.edu