

Student Financials Accountant III - Lead

PD No.:PD-4083

POSITION DESCRIPTION INFORMATION

POSITION INFORMATION

**Type of Action Requested:\*** New (Create a new Position Description)  
**Internal Team:\*** ST-Financial Services - 41500  
**Job Code/Employee Classification:\*** Accountant III  
Job Code: 4556  
**Classification Title:** Accountant III  
**MPP Job Code:**  
**Position Number:** Accountant III  
Position no: ST-00001934  
**CSU Working Title:\*** Student Financials Accountant III - Lead  
**Salary Range/Grade:** 4556-RANGE A-Grade-1

**Reports to Supervisor:**  
**Reports To:\*** Student Financial Services Manager  
Position no: ST-10000672

**Campus:\*** Stanislaus  
**Division:\*** Business & Finance  
**College/Program:\*** Financial Services  
**Department:\*** Financial Services - 41500  
**FLSA Status:** Exempt  
**Hiring Type:** Temporary  
**Workplace Type (Exclude Inst Fac):** On-site (work in-person at business location)  
**Pay Plan:** 12 Months  
**Pay Plan Months Off:**

POSITION DESIGNATION

**Mandated Reporter:\*** Not mandated  
**Conflict of Interest:\*** None  
**NCAA:**  Yes  No  
**Is this a Sensitive Position?:**  Yes  No  
**Care of People (including minors) Animals and Property:** No  
**Authority to commit financial resources:** No  
**Access/control over cash cards and expenditure:** Yes  
**Access/possession of master/sub-master keys:** Yes  
**Access to controlled or hazardous substances:** No  
**Access/responsibility to personal info:** Yes  
**Control over Campus business processes:** Yes

**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:\***

Under general direction of the Student Financial Services Manager, incumbents perform advanced professional accounting work involving the application of accounting principles and practices to the resolution of a wide variety of complex accounting problems. The position specializes in Accounts Receivable, Student Revenues and the Student Financials Sub-System. Incumbents may lead the day-to-day activities and review the work of clerical, technical or professional employees engaged in accounting, financial record-keeping or financial reporting work. Serves as a high-level individual contributor providing expertise and/or provides lead work direction to other professional and/or technical staff.

Accountants apply knowledge of the theories, principles, and practices of the accounting profession, including Generally Accepted Accounting Principles (GAAP), in classifying, examining, and analyzing financial transactions.

**Minimum Qualifications:\***

- Education: Equivalent to a bachelor's degree with a major in accounting, business administration, finance or a closely related field OR a combination of education and experience which provides the required knowledge and abilities.
- Experience: Equivalent to five years of professional level accounting experience.

**Required Qualifications:**

Extensive knowledge of Generally Accepted Accounting Principles (GAAP).  
 Extensive knowledge of office methods and procedures.  
 Extensive knowledge of statistical and mathematical presentation of data.  
 Advanced proficiency with current word processing and spreadsheet software programs, web browsers, query tools, integrated financial systems and/or other types of records management systems.  
 General knowledge of governmental accounting and internal control methods and related laws, rules, and regulations.  
 Working knowledge of federal student financial aid annual reporting requirements, and quarterly grant reporting requirements.  
 Ability to prepare complex financial statements and reports.  
 Ability to communicate effectively with others inside and outside the unit, including conveying complex and technical professional accounting information to non-Accountants.  
 Ability to interpret and follow instructions and policy guidelines.  
 Ability to analyze financial and statistical data and draw conclusions.  Ability to apply accounting principles to the analysis of complex accounting problems.  
 Ability to analyze and interpret accounting data.  
 Ability to prepare clear, accurate financial statements and reports.  
 Ability to utilize problem-solving techniques in finding solutions to complex accounting problems.  
 Ability to understand, interpret, and apply applicable laws, rules, regulations, policies, and principles.  
 Ability to make decisions and recommendations regarding accounting activities.  
 Ability to establish and maintain effective working relationships with others.  
 A background check (which may include: fingerprinting, checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can begin employment with the CSU.

**Preferred Qualifications:**

- Prior experience in higher education or CSU setting.
- Experience with Microsoft Word, Excel, and PeopleSoft.
- Experience preparing ad-hoc financial reports using database query tools, such as Brio/Hyperion Query, PS Query or Stanalytics
- Experience within student financial accounting records or related area.
- Prior experience with Transact/ Cashnet records or related software.

**Special Conditions:**

**License / Certification:**

**Supervises Employees:\***  Yes  No

**If position supervises other employees; list position titles:**

## Job Duties

### JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
50%	<p>Financial Transaction, Analysis, and Reporting:</p> <ul style="list-style-type: none"> <li>• Ensure the accurate recording and documentation of financial transactions and support the audit process.</li> <li>• Prepare, analyze, and interpret financial reports, statements, and records, including student accounts receivable and fee revenue.</li> <li>• Conduct financial projections and estimate the impact of proposed changes on accounting operations and student financial systems.</li> <li>• Examine documents for compliance with established policies, procedures, and Generally Accepted Accounting Principles (GAAP).</li> <li>• Research, reconcile, analyze, and evaluate student accounts receivable, ensuring timely identification and correction of reconciling items.</li> <li>• Analyze related entries, such as all fee revenue general ledger accounts, and recommend or maintain appropriate transactional activities.</li> <li>• Initiate adjustments in the general ledger and student financial sub-systems as necessary.</li> <li>• Perform extensive data compilation, querying, and analysis on large volumes of financial data, including fee accounts and other student-related transactions.</li> <li>• Utilize integrated financial systems and/or records management systems to support student financial activities and ensure accuracy.</li> <li>• Prepare complex financial statements and reports that reflect both overall financial performance and detailed student financial activity.</li> <li>• Analyze account balances and reconcile them to external data, including reconciling discrepancies related to student accounts receivable.</li> <li>• Review and evaluate accounting control procedures, making recommendations for changes or modifications as needed.</li> </ul>	Essential
30%	<p>Problem Identification, Resolution, and Consultation:</p> <ul style="list-style-type: none"> <li>• Identify actual or potential problems and recommend corrective action.</li> <li>• Provide initial troubleshooting of financial systems problems and participate in the design and installation of financial systems upgrades and required testing and verification of results.</li> <li>• Interpret financial reports and statements and identify problem areas.</li> <li>• Recommend and implement changes to the documentation and maintenance of business processes, standards and procedures.</li> <li>• Communicate with appropriate management, staff, faculty, external agencies or the public to resolve process or transactional problems.</li> </ul>	Essential
15%	<p>Documentation and Data Compliance:</p> <ul style="list-style-type: none"> <li>• Document and maintain business processes, standards, and procedures.</li> <li>• Assure that assigned accounting reporting systems and procedures are in compliance with established administrative policies and procedures and acceptable accounting standards.</li> <li>• Represent the university to external organizations on specific issues</li> </ul>	Essential
5%	<p>Other duties as assigned:</p> <ul style="list-style-type: none"> <li>• May be required to obtain additional training and/or certification as part of professional development, based on department and/or campus needs, to stay current with industry standards.</li> <li>• The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.</li> <li>• At the direction of appropriate administrator, may provide support to other areas/departments within functional area/departments as needed.</li> <li>• May be assigned responsibility for providing training, guidance, and assistance to other employee.</li> </ul>	Essential

## Physical Mental and Environmental Demands

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

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

### Physical and Mental Requirements

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

<b>Drive motorized equipment:</b>	Never
<b>Excessive Noise:</b>	Never
<b>Hazards:</b>	Never
<b>Outdoor:</b>	Never
<b>Elevated Work:</b>	Never

**Extreme Temperature (hot or cold):** Never  
**Indoor (Typical office environment):** Constantly - Essential

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:

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**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:**