



POSITION DESCRIPTION

Department:	University Accounting and Reporting
Classification Title:	Accountant I
Working Title:	University Campus Program Accountant
FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
Incumbent:	

Position Summary

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; ensure 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 the division of University Development and Alumni Engagement, lead administrative staff within the Colleges and all areas within the Administration and Finance Division.

Duties and Responsibilities

The following examples illustrate typical work activities and are not meant to be all-inclusive or restrictive:

Essential Job Functions	Daily	90%
<ol style="list-style-type: none"> 1. Create New UCP Funds <ol style="list-style-type: none"> a. Log and track new UCP spending agreement documentation, including: <ol style="list-style-type: none"> i. Written spending agreements ii. Signature authorization forms iii. Supporting emails, correspondence, etc. b. Transfer gift funds to newly created funds. c. Maintain UCP fund agreements and supporting documentation. d. Communicate newly created fund and balance information to the fund directors. 2. Prepare Monthly Undistributed Gifts Report <ol style="list-style-type: none"> a. 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. b. 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. c. Segregate gifts to facilitate individualized reporting for each college or division. 		

- d. Summarize results and present to University Development and University Financial Services Management on a monthly basis. Aggregate meeting discussion points and develop action plans to execute tasks assigned during the meeting.
3. Prepare Journal Entries for a Number of UCP Related Financial Transactions, Including but not Limited to:
 - a. Gift fees provided by University Development.
 - b. Transfer gifts and related fees to newly created UCP funds.
 - c. Correct gifts posted to the wrong gift fund.
 - d. Recording payments received from auxiliaries
4. Audit UCP Expenses
 - a. Ensure expenses are in line with the UCP spending agreements.
 - b. Ensure expense are properly approved by an authorized signer on the UCP fund.
5. Prepare Policy and Procedure Drafts
 - a. Suggest policy and procedure refinements with a special focus on enhancing efficiency and making it easier for the colleges to conduct business.
6. Assist with Donor Impact Reporting
 - a. Pull reports for donor stewardship efforts.
 - b. Prepare ad-hoc spending reports and draft narratives for the spending of donor funds when needed for stewardship reports or gift proposals.
7. Communicate UCP fund balances to Department Heads, Deans, Vice Presidents, and the Provost's Office with a focus on facilitating spend. Provide training and education to ensure all spend is in line with UCP policies and procedures.

Related Job Functions

As Needed

10%

1. Perform other job-related duties and special projects as assigned.
2. Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

Required Education, Experience, and Credentials

Education and Experience:

- 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).

Licenses, Certificates, Credentials: N/A

Required Skills, Knowledge, and Abilities

1. Working knowledge in record keeping, including knowledge of principles and practices of accounting, budgeting, and reporting.
2. General knowledge of Generally Accepted Accounting Principles (GAAP). Ability to prepare and enter journal entries in accordance with GAAP.
3. Knowledge of operational and fiscal analysis and statistical techniques.
4. Ability to research, develop, and evaluate complex fiscal policies and programs.
5. Ability to analyze financial and statistical data and draw conclusions.
6. Ability to gather information from a wide variety of resources, analyze the information and summarize and present the information in a useful, understandable manner.
7. Demonstrated ability to maintain a high degree of confidentiality.
8. 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.

9. Ability to make independent decisions and exercise sound judgement.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. Working knowledge of or ability to quickly learn University infrastructure, policies, and procedures.

Preferred Skills and Experience

1. Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
2. General knowledge of the PeopleSoft Common Finance System (CFS) module and the effect and outcome of operations performed.
3. Experience in a university environment and knowledge of its organizational structure and the various offices and their respective responsibilities within the university.
4. 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).

INCUMBENT: I have read this position description and understand its contents.

INCUMBENT NAME

SIGNATURE

DATE

SUPERVISOR: I certify that all statements on this form are complete and accurate.

IMMEDIATE SUPERVISOR NAME AND TITLE

SIGNATURE

DATE

DEAN/DEPARTMENT HEAD: I certify that all statements on this form are complete and accurate.

DEAN/DEPARTMENT HEAD NAME AND TITLE

SIGNATURE

DATE

HUMAN RESOURCES USE ONLY

Employee ID#: _____	REQUEST FOR:	CLASSIFICATION INFORMATION
Position Number: _____	<input type="checkbox"/> Update Review for File	Classification Title: Accountant I
FTE: _____	<input type="checkbox"/> Classification Review	Class Code/Range: 1762
<input type="checkbox"/> Permanent	<input type="checkbox"/> New Position Recruitment	CBID: R09
<input type="checkbox"/> Temporary	<input type="checkbox"/> Replacement Recruitment	MPP Job Code: n/a
<input type="checkbox"/> COI Position		Classifier Initials: HR
Recruitment Number: _____		Date: 06/24/24