



A. POSITION DATA

Incumbent: Vacant/Recruitment EmplID: _____ Date: _____
Working Title: Director of Financial Acct & Reporting Reports To Title: AVP Financial Services
(Appropriate Administrator)
Department: Financial Accounting & Reporting
Division: Business and Finance College (if applicable): _____
Reason:
 Vacant Position Revision Performance Evaluation New Hire
Is this a new position? No

Classification Title: Administrator II Job Code: 3312 Identifier - M80
Position Number: 00000495 Level/Range/Grade: 1
Pay Plan: 10/12 month 11/12 month 12/12 month Time Base: 1.00 Check box if Intermittent

B. POSITION PURPOSE

Under the general direction of the AVP of Financial Services, the Director of Financial Accounting and Reporting provides professional and functional leadership and expertise in the University’s financial assessment and reporting processes for CSU and State. The Director analyzes, interprets, compiles and integrates complex financial information from various university entities, prepares periodic internal and external reports ensuring that financial information is recorded accurately and appropriately. Applying professional level of judgment, this position acts as a key technical advisor to management on the processing and reporting of financial information.

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. Incumbent is responsible for the safety and security of Level 1 data, sometimes also referred to as Level 1 protected data. This is confidential information that is in most cases protected by statutes, regulations, or other legal mandates.

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) as a condition of employment.

This position is a Higher Education Employer-Employee Relations Act (HEERA) designated managerial position and comes under the Management Personnel Plan (MPP) of the California State University. Individuals appointed to management positions serve at the pleasure of the President or designee. They are excluded from the collective bargaining process, are not subject to probationary service, and do not receive tenure or permanent status. This position is exempt from the overtime provisions of the fair Labor Standards Act (FLSA).

The duties of this position will include participation in a decision that may have a material/financial benefit to the incumbent. Therefore, this is a “designated position” under the California State University’s Conflict of Interest Code and the incumbent will be required to file a Form 700: Statement of Economic Interest and is subject to the regulations of the Fair Political Practices Commission. (Group/Category: Financial Services, Budget/Resource/Accounting/Reporting - Director (all levels): CAT-01, CAT-02)

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 have Supervisory Responsibility? Yes _____

| List of Functional Category with Responsibilities: | % of Time | Priority Weight |
|--|-----------|-----------------|
| <p>OVERSIGHT, DIRECTION AND RESPONSIBILITY FOR FINANCIAL ACCOUNTING & REPORTING UNITS:</p> <ul style="list-style-type: none"> • Plan, organize, direct and review the administrative, functional, and technical activities of staff in Financial Accounting and Reporting. • Oversee the recruitment, hiring, orienting, training, and evaluation of staff in Financial Accounting and Reporting. * Provide direct supervision to the staff Financial Accounting and Reporting (5 Accountants). • Provide timely reviews of University's financial reports and progress in its various funds, programs and activities. • Responsible for monthly, quarterly and annual financial reports and close process required by the CSU Chancellor's Office and State Controller's Office. • Responsible for the direction of the annual legal basis accounting year-end close process, working with the various offices within Financial Services and the campus. • Ensure compliance with CSU and campus policies, procedures and applicable laws pertaining to accounting and financial reporting. • Provide leadership, oversight, and support in the implementation of new fiscal practices, procedures and policies. • Responsible for FIRMS (Financial Information Reporting Management System) and GAAP chart of accounts. • As delegated by the President of the University, review and approve on a routine basis University payments processed for amounts \$25,000 and greater. • As delegated by the Vice President of Business and Finance, review and approve, as needed, Auxiliary Organization checks for amounts \$2,500 and over. | 50% | |
| <p>FINANCIAL ANALYSIS AND REPORTING:</p> <ul style="list-style-type: none"> • Administer policies and formulate processes for the Generally Accepted Accounting Principles (GAAP) reporting functions. This includes establishing and monitoring priorities and progress toward the accurate and timely completion of the annual GAAP audit and financial statements, reviewing, evaluating and adjusting campus goals set to meet CSU established requirements; determining methods, analytical techniques, systems and materials required for the GAAP reporting function; and assessing and developing recommendations for changes in process to improve reporting functionality. • Manage and oversee the preparation and coordination of annual audit functions in accordance with generally accepted auditing standards, including preparation and/or review of all supporting schedules and reports. • Supervise, review and provide direction to other professional or technical staff contributing to the GAAP and FIRMS processes. • Oversee the development of all periodic reports, audit functions and the analysis, processing and submission of Financial Information Reporting Management System (FIRMS) and IPEDS reporting requirements according to CSU established guidelines. • Oversee the preparation of accounting and financial reports including applicable reporting models and supporting schedules and lead sheets. • Develop and/or approve analytical methods used for estimated amounts reported in GAAP financial statements. • Manage and oversee the preparation and coordination of triennial NCAA agreed-upon procedures with Intercollegiate Athletics department. • Extract, analyze and integrate financial information to accurately meet reporting requirements. • Plans and oversees a variety of complex, large-scale financial studies including extracting and validating institution-wide financial information. • Oversee the compiling, preparation, and interpretation of complex financial statements in response to internal and external requirements. • Provide input to strategic objective as they related to financial matters and lead efforts in response | 35% | |

| List of Functional Category with Responsibilities: | % of Time | Priority Weight |
|--|-----------|-----------------|
| to CSU system initiatives. • Ensure assumptions are reasonable and based on accurate historical data and analysis of trends. • Research data discrepancies and variances. • Assist with special projects as assigned from AVP Financial Services and VP for Business and Finance. | 10% | |
| CAPITAL PROJECTS: • Oversee financial accounting and reporting services for Facilities Management Services (FMS) related to major capital projects; using fiscal analyses techniques to review projected balances, projected monthly cash flow projections, budget balance available by projects and budget postings for University major capital projects. • Review and approve, as delegated, annual capitalization of construction work in process and completed major capital projects. | 5% | |
| EXTERNAL LIAISON & OTHER DUTIES: • Is the primary contact and campus coordinator of GAAP audit requests between auditors and University departments. Serve as high-level contributor providing accounting and audit expertise and functional leadership to the GAAP and FIRMS programs. • Serve as the key GAAP accounting subject matter expert for management and provide guidance in making assumptions and projections for reporting purposes. • Is the University representative with external financial auditors, as well as with other GAAP coordinators within the CSU/CO. • Interact with the Chancellor's System-wide Financial Operations professionals and with other campus GAAP coordinators, as needed, to share solutions and processes to common issues. • Represent the campus as voting member on the CSU Financial Standards Advisory Committee. • Represent the campus on Auxiliary Organization Boards or Committees. | 100% | 0 |
| Total should equal 100% Time and 100 Weight | Total | |

D. MANAGEMENT STANDARDS AND EXPECTATIONS

As a member of the management team, you are expected to meet the following standards:

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 situation.
6. Demonstrates expertise and judgment. Develops, recommends and implements techniques and practices to improve your area of responsibility ensuring optimum performance. Keeps abreast of current trends and practices in the field. Solicits feedback to ensure quality service and efficiency or identify areas for improvement.
7. Educates staff about changes related to policy, services and expectations.
8. Ensures compliance with local, state and federal laws, and CSU and CSU, Chico's policies and guidelines to establish and implement appropriate procedures.
9. Is fiscally responsible with the organization's equipment, property and funds. Authorizes expenditures within the parameters of budget authorization.
10. Adheres to the highest level of professionalism by demonstrating honesty, integrity and reliability. Encourages others to act in this professional manner.
11. Demonstrates the ability to effectively establish and maintain cooperative working relationships with a diverse multicultural environment.

Additional Standards and Expectations
 Replace this text with additional standards and expectations. This box will expand as needed when you tab to next field.

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:

- * Thorough knowledge of generally accepted accounting principles and practices. Ability to learn and apply laws, rules, and procedures related to governmental accounting.
- * Thorough knowledge of generally accepted accounting principles and procedures.
- * Strong working knowledge of complex accounting.

SKILLS:

- * Thorough experience in the use of Excel, Word, Outlook, Peoplesoft Finance and Peoplesoft Asset Management, and Query tools.

ABILITIES:

Incumbent must have the ability to:

- * Adjust to changing work and technological environment.
- * Analyze financial and statistical data and draw sound conclusions
- * Interpret and follow instructions and policy guidelines.
- * Demonstrated ability to utilize problem-solving techniques.
- * Work with statistical and financial presentation of data.
- * Work with detailed financial analysis and reporting.
- * Perform assigned duties.

2. Education and/or Experience

- * CPA License (inactive CPA license is acceptable).
- * Bachelor's degree in accounting, finance, business administration or related field.
- And -
- * Five years experience in an accounting position where substantial judgment, analysis, interpretation, integration of complex data and information was required, including:
 - ** Professional experience in public accounting/auditing is necessary to efficiently supervise the organization, compilation and preparation of GAAP financial statements and supporting work papers.
 - ** Experience using automated accounting systems, complex spreadsheets, graphic display of information, database and database query tools.
- * Extensive experience in detailed financial analysis and reporting.
- * Strong working knowledge of complex accounting.

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. Required to work in a busy office environment; required to sit, move, or stand for office functions; includes the need to work at a computer workstation for long periods of time for completion of tasks; may walk/travel across campus to other offices or buildings on and off campus. Some travel to other campuses, Chancellor's Office or training opportunities.

G. WORK ENVIRONMENT

Position requires long periods of analysis of financial data at computer workstation within a busy office. Position also involves extensive interaction with other staff, managers, Chancellor's office personnel, and external auditors. Occasional travel may be involved.

H. PREFERENCES - This section is for recruitment purposes only

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

Replace this text with preferences. This box will expand as needed when you tab to next field.

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

Replace this text with additional recruitment information. This box will expand as needed when you tab to next field.

APPROVAL

In Order of Approval

Incumbent: _____ Date: _____

Appropriate Administrator: _____ Date: _____

Vice President (or Designee): _____ Date: _____

Classification/Compensation: _____ Date: _____