

Accountant II - Post Award Grants

PD No.:PD-7092

POSITION DESCRIPTION INFORMATION

POSITION INFORMATION

Type of Action Requested:*	Replacement-Revision
Internal Team:*	ST-Financial Services - 41500
Job Code/Employee Classification:*	Accountant II <u>Job Code: 4555</u>
Classification Title:	Accountant II
MPP Job Code:	
Position Number:	No position selected.
CSU Working Title:*	Accountant II - Post Award Grants
Range/Grade:	4555-RANGE A-Grade-1
Reports to Supervisor:	Tina Jamison
Reports To:*	Post-Award Grants Manager <u>Position no: ST-00001056</u>
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:	<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:	Yes
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:	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 supervision of the Post-Award Grants Manager, incumbents perform professional accounting duties, analyzing complex accounting problems related to contracts and grants, the University, and its related entities. The incumbent will interpret Federal and State regulations, reconcile accounting records, meet deadlines, perform month-end and year-end close tasks and analysis, develop financial statements and reports, and provide consultative services to supervisors in resolving accounting problems. Work is performed with independence of judgment and action.

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 additional experience which provides the required knowledge and abilities. Experience: Equivalent to two years of progressively responsible professional accounting experience.

Required Qualifications:

- Thorough knowledge of Generally Accepted Accounting Principles (GAAP).
- Thorough knowledge of office methods and procedures.
- Thorough 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 understanding of internal control methods.
- Working knowledge of annual financial reporting requirements, and quarterly grant reporting requirements.
- Ability to interpret and follow instructions and policy guidelines.
- Ability to analyze financial and statistical data and draw conclusions.
- Ability to establish and maintain effective working relationships with others.
- 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 and apply applicable rules, regulations, policies, and principles.
- Ability to make decisions and recommendations regarding accounting activities.
- Ability to communicate effectively with others inside and outside the unit, including conveying technical information to non-Accountants.
- 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 governmental and/or non-profit accounting methods and related laws, rules and regulations.
- Experience with Office of Management and Budget (OMB) 2 CFR 200 and circulars.
- Experience with budget development, fiscal record keeping, and practices of organization and administration.
- Experience with preparation of Federal Single Audit schedules and supporting documentation.
- Experience with performing post-award grant duties including determining availability of funds, adherence to budget, allowability, allocability and compliance with agency and accounting regulations and policies.
- Experience with grant compliance and reporting.
- Experience working in various modules of an integrated Enterprise Resource Planning (ERP) such as Peoplesoft, SAP, Oracle.

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
40	Financial Transaction, Analysis, and Reporting: <ul style="list-style-type: none"> • Assure the proper recording and documentation of financial transactions and contribute to audit process. • Prepare, analyze, audit, and interpret financial reports, statements, and records. • Make financial projections. • Examine documents for conformance to established policies and procedures and Generally Accepted Accounting Principles (GAAP). • Compute and estimate the effect of proposed changes on operating programs or accounting operations. • Conduct extensive financial data compilation, querying, and drilling on large volumes of financial data. • Use integrated financial systems and/or other types of records management systems. • Developing financial statements and reports. • Making budget projections. • Predicting the effects of changes in operating programs. • Interpreting new and existing federal and state regulations relative to their assigned area of responsibility. 	Essential
40	Problem Identification, Resolution, and Consultation: <ul style="list-style-type: none"> • Identify actual or potential problems and recommend corrective action. • 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. • Correct and reconcile account balances to external data. • Identifying actual or potential problems and recommending corrective or preventative action. • Providing consultative services to campus administrators in resolving accounting problems. • Recommend changes to and assist with the documentation and maintenance of business processes, standards and procedures. • May be assigned responsibility for providing training, guidance, and assistance to other employee. 	Essential
15	Documentation and Data Compliance: <ul style="list-style-type: none"> • Document and maintain business processes, standards, and procedures. • Provide input to the documentation and maintenance of business processes, standards, and procedures. 	Essential
5	Other duties as assigned. <ul style="list-style-type: none"> • 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. • 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. • At the direction of appropriate administrator, may provide support to other areas/departments within functional area/departments as needed. • May provide work direction to other professional and/or technical staff. 	Essential

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:	Occasionally
Concentrating:	Constantly - Essential
Crawling:	Occasionally
Decision Making:	Frequently - Essential
Keyboarding and Mousing:	Constantly - Essential
Lifting or Carrying up to 10 lbs.:	Occasionally
Lifting or Carrying up to 25 lbs.:	Never
Lifting or Carrying up to 50 lbs.:	Never
Lifting or Carrying over 50 lbs.:	Never
Performing Calculations:	Frequently - Essential
Pushing or Pulling:	Occasionally
Reaching Overhead:	Occasionally
Repetitive Motion of Upper Extremities:	Constantly - Essential
Sitting:	Constantly - Essential
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: Turning or bending neck
Other Physical and Mental Req No.1 Frequency: Constantly - Essential

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:	Never
Elevated Work:	Never

Extreme Temperature (hot or cold):

Never

Indoor (Typical office environment):

Constantly - Essential