



A. Position Data

Incumbent: Vacant/Recruitment EmplID: _____ Date: _____
 Working Title: Accountant Work Direction Given By: Director, Financial Accounting & Rptg (Lead)
 Department: Financial Accounting and Reporting (FAR) Reports To Title: Director, Financial Accounting & Rptg (Appropriate Administrator)
 Division: Business & Finance College (if applicable): _____
 Reason:
 Vacant Position Classification Review / In Range Progression Revision Performance Evaluation New Hire
 Is this a new position? No

Classification Title: Accountant II Job Code: 4555
 Position Number: 00000599 Level/Range/Grade: 1
 FLSA Code: Exempt Non-Exempt Time Base: Check box if Intermittent
 Pay Plan: 10/12 month 11/12 month 12/12 month CBU/MOU: R09-Technical CSUEU

B. POSITION PURPOSE

Financial Accounting & Reporting (FAR) provides a complete package of University-related financial services that ultimately contributes to the compilation of the University financial statements and the related reporting cycle to the CSU Chancellor's Office and the California State Controller's Office. Under general direction of the Director of Financial Accounting and Reporting, the Accountant II independently performs complex professional level accounting tasks that are informed by a thorough knowledge of Generally Accepted Accounting Principles (GAAP). The Accountant II is integral in continuous evaluation of existing operational practices and adaptation that may be necessary to maintain compliance with ever changing general and governmental accounting standards. The incumbent will apply knowledge of theories, principles, and practices of the accounting profession; classifying, examining, and analyzing financial transactions, as well as advanced proficiencies with spreadsheet applications, querying data analysis tools, and general ledger of multi-module integrated accounting systems. Responsibilities include month-end close, which entails correction and reconciliation of University financial transactions, auxiliary enterprise fund accounting, providing guidance for accounting problems and application of accounting standards for both colleagues in the FAR department as well as financial budget representatives in campus departments.

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 finger printing) 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 as set forth in CSU Executive Order 1083, revised July 21, 2017 is not designated as a required mandated reporter under the California Child Abuse and Neglect Reporting Act.

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 include Work Lead Responsibilities? No

<u>List Functional Category with Responsibilities:</u>	% of Time	Priority Weight
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List Functional Category with Responsibilities:

% of Time	Priority Weight
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50%	
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FINANCIAL ANALYSIS, RECONCILIATION, & ACCOUNTING PROCEDURES:

- * Perform general and specialized accounting duties and period analyses (GAAP & FIRMS), including the analysis and processing of accounts, reconciliations, and estimate for financial reporting.
- * Analyze systems and processes to develop improved functionality and process flows and to recommend future system enhancements to improve reporting capabilities.
- * Assist with a variety of complex, large-scale financial studies including extracting and validating institution-wide financial information.
- * Research and resolve data discrepancies, abnormal balances, and variances using queries or ad hoc reports to evaluate posting of activity, through independent problem solving techniques, and through collaboration with campus departments.
- * Analyze differences between State reporting and GAAP reporting requirements.
- * Serve as additional resource person and advisor to campus managers to interpret fiscal policy, analyze data and develop fiscal strategy.
- * Perform complex accounting tasks that involve analyzing and validating that financial records are in accordance with established campus, CSU, and State Controller's Office (SCO) policies and procedures as well as in compliance with generally accepted accounting standards and governmental accounting standards.
- * Evaluate balances, compare to other external data sources, analyze data and prepare and post R&E and B/S journals to the general ledger.
- * Analyze data from various source points, compile and complete monthly bank reconciliation with appropriate documentation.
- * Review daily cash receipts, maintain record of deposit log, and post EFT transactions in preparation of bank reconciliation.
- * Reconcile accounts and/or subsidiary balances to the general ledger as necessary, including Accounts Payable and DREAM Student Loans.
- * Post Federal Work Study entries.
- * Reconcile accounts and/or subsidiary balances to the general ledger.
- * Maintain appropriate electronic records of journal entry support with journal in CFS. Ensure completeness of files for journal entry activity.
- * Prepare, assist, or facilitate department projects as needs arise.
- * Provide support, education, and guidance to the campus community on the proper use of funds and appropriate accounting treatment of their transactions.
- * Perform review, analysis, and provide input regarding implementation of new SCO or CSU accounting policies and procedures as well as new Governmental Accounting Standards Board (GASB) pronouncements. Maintain and assist with related documentation and improvement of internal processes.
- * Communicate and provide input on procedures and how they impact internal department, campus community partners, and management decisions in the unit.
- * Identify and propose potential solution strategies for maintaining data integrity and sound business practices
- * Review CSU, Chico IPEDS for the Finance Survey section.
- * Support NCAA reporting by compiling CFS transactions, calculating categories and supporting the preparation of the report.
- * Assists Director of Financial Accounting and Reporting to accurately respond to periodic (non-YE/ GAAP) audit requests and reporting needs for the University.

YEAR-END (YE) FINANCIAL REPORTING & GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP):

35%	
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- * Responsible for the delegated areas of GAAP reporting functions, including periodic reports, processing and submission of Financial Information Management System (FIRMS) and Auxiliary Integrated Postsecondary Education Data System (IPEDS) reporting requirements according to CSU established guidelines.
- * Participate on cross-functional Financial Services ad hoc committees necessary to meet external requirements for required fiscal reporting and other audit needs, including assisting in the planning and timing of processes needed to close the University's fiscal year-end.
- * Serve as GAAP accounting subject matter professional, including providing training, guidance and assistance to other employees in differences between GAAP and state reporting.
- * Prepare accounting and financial reports including applicable reporting models and supporting

List Functional Category with Responsibilities:

- schedules and lead sheets.
- * Compile, prepare and interpret complex financial statements in response to internal and external requirements.
- * Assist with communication between auditors and University departments to facilitate a timely completion of GAAP audit.
- * Propose adjustments to journal entries to resolve errors and address inherent differences between State and GAAP basis of accounting.
- * Prepare detail schedules to support GAAP adjustments.
- * Prepare the annual Legal to GAAP reconciliation classifying differences as permanent and timing.
- * Provide accounting and audit expertise and professional leadership to the GAAP and FIRMS programs.
- * Provide direction to other technical staff contributing to the GAAP and FIRMS processes, including other campus accounting staff.
- * Extract, analyze and integrate financial information to accurately meet reporting requirements
- * Review varied sources State Controller's Office/Chancellor's Office (SCO/CO) of YE timelines and checklists and co-coordinate internal team's schedule to ensure meeting of fiscal year close submission deadlines.
- * Support and facilitate tasks associated with the annual financial GAAP audit, including compilation of supporting documentation for requests from the external audit team.
- * Assist with compilation and reconciliation of campus reporting package.

CONCEPTUAL STRATEGIZING & PROCESS IMPROVEMENT

- * When areas of actual or potential internal control weakness or deviations from established procedures are identified through the course of assigned duties, communicate concern orally and in writing and recommend proposed revised procedures.
- *Work across functional and technical lines with managers and staff to effect process improvement.
- *Establish and recommend to management, financial strategies, objectives, and procedures for Financial Accounting & Reporting operations.
- *Communicate efficiently and effectively with varied audiences, both those with financial acumen and those without, both within the department and outside with campus community.
- *Perform tests and implementation tasks for CFS modules and subsystems.
- * Maintain access and monitor campus activity, as needed, in SCO-PROD fiscal accounts system
- * Recommend improvements, adaptations, or revisions to the accounting system and procedures
- * Assist in the documentation of policies and procedures.
- * Assist FAR Director and AVP Financial Services with special projects as assigned.

15%	
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Total should equal 100% Time and 100 Weight	Total	100%	0
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D. GENERAL GUIDELINES AND EXPECTATIONS

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 situations.
6. Maintains knowledge and skills at a level necessary to perform work.
7. Adheres to established work hours including starting time, and lunch and rest breaks. Provides appropriate planning and notice for all absences.
8. Is fiscally responsible with the organization's equipment, property and funds.
9. Adheres to the highest level of professionalism by demonstrating honesty, integrity and reliability. Encourages others to act in this professional manner.
10. Demonstrates the ability to effectively establish and maintain cooperative working relationships with a diverse multi-cultural environment.

Additional Guidelines and Expectations

N/A

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:

Incumbent must possess:

- * 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.

Thorough knowledge of:

- * Generally Accepted Accounting Principles (GAAP).
- * Office methods and procedures.
- * Statistical and mathematical presentation of data.
- * Current word processing and spreadsheet software programs, web browsers, query tools, integrated financial systems and/or other types of records management systems.

Working knowledge of:

- * Financial reporting requirements.
- General understanding of internal control methods.

SKILLS:

Incumbent must possess:

- ** Active problem solving and effective interpersonal skills as work often involves from line contacts with campus community
- * Demonstrated competence in understanding, interpreting, and communicating procedures, policies, information, ideas and instructions
- * Demonstrated skill in prioritizing tasks and completing tasks on time
- * Organizational skills to handle workload and multiple projects with frequent interruptions and schedule changes
- * Strong organizational skills.
- * Supervisory and/or project leadership skills.
- * 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.
- * Proficiency operating a ten key calculator.

ABILITIES:

Incumbent must have the ability to:

- * Interpret and follow instructions and policy guidelines.
- * Analyze financial and statistical data and draw conclusions.
- * Utilize problem-solving techniques.
- * Establish and maintain effective working relationships with others.
- * Communicate effectively with others inside and outside the unit, including conveying complex and technical professional accounting information to non-accountants.
- * Prepare complex financial statements and reports.
- * Understand and interpret laws and rules.
- * Train, guide, assist and provide work direction to other professional and/or technical staff.
- * Perform assigned duties.

2. Education and/or Experience

Equivalent to a Bachelor's degree with a major in accounting, business administration, or a closely related field, and full-time equivalent to two years of progressively responsible professional accounting experience.

-OR-

A combination of education and experience which provides the required knowledge and abilities.

-AND-

Equivalent to two years of professional level accounting experience.

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.

This position alternates between remaining in a stationary position operating a personal computer for long periods of time and frequently moving about inside the office. Must be able to travel across campus to other offices and buildings on campus for meetings and events. Occasional travel to other campuses, Chancellor's Office or training opportunities. Also refer to the Physical Requirements & Work Environment form regarding this position.

G. WORK ENVIRONMENT

Typical office environment operating standard office equipment. Also refer to the Physical Requirements & Work Environment form regarding this position.

H. PREFERENCES - This section is for recruitment purposes only

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

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

APPROVAL

In Order of Approval

Incumbent: _____ Date: _____

Appropriate Administrator: _____ Date: _____

Vice President (or Designee): _____ Date: _____

Classification/Compensation: _____ Date: _____