<table>
<thead>
<tr>
<th>Position Title:</th>
<th>ACCOUNTANT III</th>
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<tbody>
<tr>
<td>Recruitment #:</td>
<td>#2217</td>
</tr>
<tr>
<td>Full/Part-Time:</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Employment Type:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Bargaining Unit:</td>
<td>R09</td>
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<tr>
<td>Salary:</td>
<td>$4,899 to $8,652 per month</td>
</tr>
<tr>
<td>Exempt</td>
<td></td>
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<tr>
<td>Department:</td>
<td>Auxiliary Accounting Services</td>
</tr>
<tr>
<td>Available:</td>
<td>Immediately</td>
</tr>
<tr>
<td>Special Conditions:</td>
<td>Background/ Fingerprint</td>
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<tr>
<td>Sensitive Position:</td>
<td>Yes</td>
</tr>
<tr>
<td>Posted:</td>
<td>November 17, 2017</td>
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<tr>
<td>Closing Date:</td>
<td>December 1, 2017</td>
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**THIS RECRUITMENT IS AVAILABLE TO CURRENT ON-CAMPUS EMPLOYEES ONLY.**

**APPLICATION PACKET REQUIREMENTS**
This position requires *(including those on campus)* submission of:

- A standard CSU, Bakersfield job application (download at: http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html)
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

Under the general direction of the Director of Auxiliary Accounting Services, the Accountant III assists with the day-to-day accounting, budget analysis, and financial reporting activities of Auxiliary Accounting Services. Auxiliary Accounting Services includes Foundation, Associated Students, Inc., Student Union, Student Recreation, and other enterprise units (i.e. Athletics, Student Housing, Food Service Program). The position performs professional accounting work requiring a comprehensive knowledge of generally accepted accounting principles (GAAP), Financial Accounting Standards Board (FASB), and Governmental Accounting Standards Board (GASB) standards. This includes completing account reconciliations, preparation of journal entries, inter-fund accounting, solving moderate to complex accounting issues, and financial analysis related to Auxiliary operations. This position is responsible for maintaining the accuracy and reporting integrity of the Raiser’s Edge database, preparing analysis related to donor contributions to support management decision making and follow-up, preparation of Board reports, donor reporting, debt covenants, and other reporting activities necessary for compliance.

*California State University, Bakersfield* is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
DUTIES:

- **General Accounting Duties:**
  - Perform, review, and analyze a broad range of complex accounting and financial activities in order to ensure compliance with various policies and appropriate accounting treatment.
  - Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution.
  - Analyze and reconcile bank statements, sub-ledgers (including Raiser’s Edge), reports, and financial records in a timely manner.
  - Recommend and prepare adjustments, journal entries, reports, and expenditure transfers.
  - Analyze transactions for correct coding and assignment of revenues and expenditures.
  - Completes schedules for various funds and accounts for the annual audit.
  - Prepare fluctuation analysis (actuals vs prior year, actuals vs budget, actual vs projections).
  - Frequently provide timely and accurate information in response to customer inquiries and reporting that evidences a strong understanding of GAAP, compliance, and policy.
  - Maintain accurate financial records.

- **Reporting Duties:**
  - Assist in the coordination, development and/or production of various reports to meet customer (i.e., Trustee, Board of Directors, Chancellor’s Office, Cabinet, management/dean, donor, and other internal/external constituent) needs and legal and regulatory requirements, ensuring timeliness, accuracy and compliance with Generally Accepted Accounting Principles.
  - Maintain all databases and software (i.e. Raiser’s Edge) related to reporting needs of the Auxiliary organizations.
  - Prepare GAAP financial statements, supporting schedules, and footnotes.

- **Tax Related Duties:**
  - Assist with the annual independent audit and tax preparation including scheduling, preparing and reviewing audit schedules.
  - Gather information to assist in the compilation and review data for the annual UBIT return, quarterly sales, and use tax returns.
  - Other tax related duties (i.e. research, policy revision, etc.) as assigned.

- **Other duties as assigned**
  - Perform other job-related duties and special projects as assigned.

**REQUIRED QUALIFICATIONS:**

**Knowledge:** Extensive knowledge of Generally Accepted Accounting Principles (GAAP); office methods and procedures; statistical and mathematical presentation of data; advanced proficiency with current word processing, 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 financial statement process and Board reporting processes.

**Education:** Bachelor’s degree with a major in accounting or finance, business administration, or closely related field.

**Experience:** Equivalent to five years of progressively responsible professional accounting experience, and

- Ability to prepare complex financial statements and reports; understand and interpret laws and rules; communicate effectively with others inside and outside the unit, including conveying complex and technical professional accounting information to non-Accountants.
- 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.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- 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.
- Ability to interpret, communicate and apply financial policies and procedures.
- Demonstrated ability to maintain a high degree of confidentiality.

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• Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
• Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

PREFERRED QUALIFICATIONS:
• Certified Public Accountant (CPA)
• Master’s Degree in Business, Accounting, Finance, or related field.
• Experience in PeopleSoft accounting and Raiser’s Edge environment.
• Demonstrated skills in an institutional/higher educational environment utilizing a customer-oriented and service centered attitude.

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

CALIFORNIA STATE UNIVERSITY EMPLOYEES UNION: It shall be the policy of the CSU in filling vacant CSUEU bargaining Units 2, 5, 7 & 9 positions to fill such vacancies from among qualified individuals currently employed on-campus except when it is determined that it is necessary to appoint outside applicants to meet campus workforce diversity goals or to provide specialized skills and abilities that are not available from current employees.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: 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 as a condition of employment.

GENERAL INFORMATION: It is the policy of California State University, Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/Recruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.

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