Position Title: ACCOUNTANT II (2 positions)

Full/Part-Time: Full-Time

Employment Type: Permanent

Bargaining Unit: R09

Salary: $4,161 to $7,349 per month Exempt

Department: Auxiliary Services

Available: Immediately

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: November 3, 2017

Closing Date: Open Until Filled

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

HOW TO APPLY: CSUB has partnered with Another Source, an external recruitment firm, to assist in their hiring process. Please apply on the Another Source Careers Site to be considered.

Accountant II
Apply at: https://app.jobvite.com/j?aj=o0xi6fwF&s=Employer_Website
Full job description: https://app.jobvite.com/j?cj=o0xi6fwF&s=Employer_Website

Under the general direction of the Director of Auxiliary Accounting Services, the Accountant II 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 intermediate-level professional accounting work involving the application of accounting principles and practices to the resolution of a variety of accounting functions or problems. Work assignments require 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.

DUTIES:
  • General Accounting Duties:
    o 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.

**REQUIRED QUALIFICATIONS:**

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

**Education:** Bachelor’s degree with a major in accounting or finance, business administration, or closely related field or a combination of education and experience which provides the required knowledge and abilities.

**Knowledge:** Thorough 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.

**Abilities:** Ability to apply accounting principles to the analysis of complex accounting problems; analyze and interpret accounting data, prepare clear, accurate financial statements and reports; utilize problem-solving techniques in finding solutions to complex accounting problems; understand and apply applicable rules, regulations, policies, and principles; make decisions and recommendations regarding accounting activities; communicate effectively with others inside and outside the unit, including conveying technical information to non-Accountants. Regular and reliable attendance is required.

**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, 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.
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.

EQUAL EMPLOYMENT OPPORTUNITY: This University 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.