CSUB JOB ANNOUNCEMENT

Position Title: MANAGER OF PAYMENT SERVICES
(Administrator I)

Recruitment #: #1977

Full/Part-Time: Full-Time

Employment Type: MPP – this administrative position is part of the California State University Management Personnel Plan. No tenure or permanent status can be achieved within the MPP.

Bargaining Unit: M80

Salary: Anticipated Hiring Range: $5,000 - $6,000 per month. The competitive salary is determined by the education, experience, and qualifications the candidate brings to the position, internal equity, and hiring department's fiscal resources.

Department: Accounts Payable

Available: Immediately

Special Conditions: Background / Fingerprint / Credit Clearance

Sensitive Position: Yes

Posted: January 15, 2016

Closing Date: For priority consideration, application materials must be received by February 5, 2016, however, the position will remain open until filled.

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

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.

DUTIES: Under the direction of the Associate Controller of Auxiliary and Payment Services, the Manager is responsible for providing supervision and leadership for day-to-day operations for accounts payable, primary oversight over the University’s travel and procurement credit card (PCC) programs and disbursement activities. The Manager will be responsible for ensuring compliance with State of California laws and regulations and California State University policies and procedures and maintaining appropriate internal controls. In addition, the incumbent is responsible for assisting the Associate Controller in implementing complex accounts payable projects that will involve coordination with campus constituents, external suppliers/contractors, and the Chancellors’ Office. The incumbent manages and supervises staff employees within the Payment Services department. Included in these objectives is the
requirement to independently prioritize work within the department and establish goals to meet its mission. The Manager is responsible for the planning and completion of Audit and YE reporting activities including the submission of 1099 tax filing, serving as the primary contact for all internal and external audits and audit requests related to disbursements as well as resolution of audit recommendations including development of policies and procedures. The Manager will also be responsible for performing other job-related duties and special projects, as assigned.

REQUIRED QUALIFICATIONS: Bachelor’s degree from an accredited college or university with major course work in accounting, finance, purchasing, business administration, public administration or related field preferred (attach a copy of college degree to your application); five years of recent progressively responsible payment services experience in the private or public sector, or a university administrative environment, that includes supervision of staff. Successful candidate must have the demonstrated ability to independently analyze complex, political or sensitive problems, and apply innovative and creative solutions to the problem; communicate effectively; read and write clearly; and read and interpret tax regulations, code and policy.

KNOWLEDGE AND ABILITIES: Must be experienced and fully functional in all technical aspects of work assignments and must demonstrate a comprehensive and detailed knowledge of the University’s infrastructure and its policies and procedures so as to complete duties in a timely manner. Must have knowledge of California State University policies and procedures related to purchasing or ability to learn, budget preparation, oversight of personnel; must have a strong mastery of English grammar, spelling, punctuation and editing; must have an expertise in using office software systems and ability to use a broad range of technology, systems and packages. Demonstrated ability to interpret and apply guidelines and procedures independently; demonstrated working knowledge of budget policies, processes and procedures. Comprehensive knowledge of financial record-keeping methods and a working knowledge of generally accepted account principle (GAAP). In-depth knowledge of a major ERP system and how the accounts payable sub ledger and other functionality such as travel and PCC modules operate in such a system.

Ability to: Independently handle and track multiple work unit priorities and projects under deadlines with frequent interruptions; work within a high-paced environment with shifting priorities, requiring flexibility, quick responses and strong attention to detail; to train staff and oversee the training of student assistants; learn, interpret and apply a wide variety of Federal, State, and University regulations, policies and procedures independently, and use judgment and discretion to act when precedents do not exist; troubleshoot most office administration problems and respond to all inquiries and requests related to work area; understand problems from a broader perspective and anticipate the impact of office administration problems and solutions on other areas; analyze operational and procedural problems and develop, recommend, and evaluate proposed solutions; perform standard business math, analyze budgetary data, and make accurate projections requiring some inference; write and present own reports; effectively handle interpersonal interactions at all levels and handle highly sensitive interpersonal situations; use negotiation and persuasion skills verbally and in writing in a professional and tactful manner to achieve results and expedite projects; establish and maintain cooperative working relationships with students, faculty, staff and others within a multicultural and diverse academic community.

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.

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.

DESIGNATED POSITION: If the duties of this position include participation in decisions that may have a material financial benefit to the incumbent, the selected candidate will be required to file Conflict of Interest Form 700: Statement of Economic Interest when they first occupy the position, and on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

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.
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/EmployRecruit/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.