Position Title: ACCOUNTANT - Temporary pool

Recruitment #: #2132

Full/Part-Time: Time base varies/ Intermittent – This recruitment creates a pool of qualified applicants to be contacted for various accounting support positions on campus as needed.

Employment Type: This is a Temporary and/or hourly intermittent appointment - no probationary period applies and no permanent status is granted. This temporary position ends on or before June 30, 2018. Any continuation beyond June 30, 2018 is contingent upon satisfactory performance and available funding.

Bargaining Unit: R07

Salary: ACCOUNTANT I - $21.14 - $36.61 per hour  
ACCOUNTANT II - $24.01 - $41.57 per hour  
ACCOUNTANT III – $28.26 - $48.94 per hour  
Non Exempt due to hourly status & assigned hours

Department: Varies

Available: Immediately

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: March 10, 2017

Closing Date: Priority deadline is March 24, 2017; however, the position will remain open & accepting applications through June 30, 2017.

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.csusb.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: Accountants typically perform some or all of the following duties: assure the proper recording and documentation of financial transactions and contribute to audit process; prepare, analyze, 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); identify actual or potential problems and recommend corrective action; compute and estimate the effect of proposed changes on operating programs or accounting operations; document and maintain business processes, standards and procedures; 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; conduct extensive financial data compilation, querying...
Accountant Series – 2 and drilling on large volumes of financial data; and use integrated financial systems and/or other types of records management systems.

**Accountant I:** Work assignments typically include some or all of the following: examine financial documents for completeness, accuracy, and conformance with established policies and procedures and general accounting standards; reconcile reports and financial data with financial statements on file; correct and reconcile account balances to external data; prepare journal entries; resolve problems associated with incorrect entries, deviations from established procedures, and other inconsistencies with accounting principles; prepare routine financial reports and statements; and provide input to the documentation and maintenance of business processes, standards and procedures. Incumbents may be assigned responsibility for providing training, guidance, and assistance to other employees and may provide work direction to other professional and/or technical staff.

**Accountant II:** Work assignments typically include some or all of the following: ensuring that assigned accounting program activities are carried out in accordance with established policies and procedures and general accounting standards; correct and reconcile account balances to external data; identifying actual or potential problems and recommending corrective or preventative action; 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; 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. Incumbents may be assigned responsibility for providing training, guidance and assistance to other employees and may provide work direction to other professional and/or technical staff.

**Accountant III:** Duties performed by the Accountant III typically include some or all of the following: assure that assigned accounting reporting systems and procedures are in compliance with established administrative policies and procedures and acceptable accounting standards; interpret financial reports and statements and identify problem areas; prepare complex financial statements and reports; analyze account balances and reconcile balances to external data; analyze accounting control procedures and recommend changes or modifications; recommend and implement changes to the documentation and maintenance of business processes, standards and procedures; provide technical advice and consultation to campus administrators; represent the university to external organizations on specific issues. May provide lead work direction to other professional and/or technical staff.

**REQUIRED QUALIFICATIONS:**

**Accountant I:**

**Knowledge:** General knowledge of Generally Accepted Accounting Principles (GAAP); office methods and procedures; 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. **Abilities:** 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; and communicate effectively with others inside and outside the unit, including conveying technical information to non- Accountants. **Experience and 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 experience which provides the required knowledge and abilities.

**Accountant II:**

**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 and Accountant Series – 3 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 federal student financial aid annual reporting requirements, and quarterly grant reporting requirements. **Abilities:** In addition to those of the Accountant I, 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. **Experience:** Equivalent to two years of progressively responsible professional accounting experience. **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 experience which provides the required knowledge and abilities.

**Accountant III:**

*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.
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 and spreadsheet software programs, web browsers, query tools, integrated financial systems and/or other types of records management systems. General knowledge of governmental accounting and internal control methods and related laws, rules, and regulations. Working knowledge of federal student financial aid annual reporting requirements, and quarterly grant reporting requirements. Abilities: In addition to those at the Accountant I and II levels, 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. Experience: Equivalent to five years of professional level accounting experience. 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 experience which provides the required knowledge and abilities.

Applicants hired into the Temporary Pool will be qualified up to an Accountant III classification level based on their qualifications determined at the time of the interview. Those selected for the temporary pool will be called as needed and will have the ability to accept or decline assignments offered to them. Each assignment will be for a specific Accountant level, based on the duties of the position. The Temporary Pool employee will be offered the assignment at an hourly rate consistent within the salary range for the classification needed.

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/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.

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.