**Job Bulletin E37 12/13**

# Grant Accountant

## Classification – Accountant III
## Full-time
## Application Deadline – Friday, May 10, 2013

**ABOUT THE CALIFORNIA MARITIME ACADEMY:**
The California Maritime Academy is a specialized campus of the California State University (CSU) system serving a student population of approximately 950. The campus, situated on the shore of the Carquinez Strait 30 miles northeast of San Francisco, currently offers baccalaureate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A Master of Science degree in three areas of Transportation and Engineering Management is offered.

**ACCOUNTING DEPARTMENT**
The Accounting Department provides financial services to students, staff, auxiliaries and independent operations of the campus. The Accountant III position assures that assigned accounting reporting systems and procedures are in compliance with established administrative policies, procedures and acceptable accounting standards. This position demands a working knowledge of federal grant compliance and student financial aid requirements.

**MAJOR RESPONSIBILITIES**:

Grants Post-Award Compliance and Billing- Responsible for daily monitoring and tracking grant activity during the post award grant period in compliance with OMB Cir. A-21, OMB Cir. A-110, OMB Cir. A-22, and OMB Cir. A-133; prepare billing reimbursements to the granting agencies and monitoring overall grant cash flows. Responsibilities include:

- Identify need and obtain federal agency approval for significant project changes, financial performance reporting, timekeeping and, budget changes.
- Monitor reporting requirements, conflict of interest, procurement standards, EEOC and other employment standards.
- Work with and provide training to key managers and grant management personnel in business processes.
- Implement and maintain records/protocols required by various granting agencies.
- Assist with grant budget development, management and approval.
- Track program/project costs and revenues and produce reports related to performance and cash flow.
- Responsible for grant time & effort reporting.
- Responsible for Post-award budget and compliance review.
- Responsible for Facilities and Administrative cost collection and subsequent distribution to campus units.
- Maintain and monitor grant accounts receivable.
- Document all campus cost match to grant awards; required and voluntary.

Student Financials Administration Back-up Assist the Student Financial Administrator with her responsibilities and provide back-up as necessary. Typical duties include:

- Registration Calendar – provide input on tuition calculation, billing & due dates, Installment Payment Plan dates, and enrollment cancellation.
- Assist with assignment and release of various service indicators that apply to student accounts.
- Train end users.
- Setup semesters in PeopleSoft and CASHNet, Tuition Calc, bill student accounts, assist with collections.
- Setup Installment Payment Plan contracts and Third Party Sponsor contracts.
- Oversight of VA33 GI Bill contracts and payments.
- Process student refunds.
- Manage student withdrawals from the university.

- Setup item codes in CASHNet.
- Setup and manage all student meal plans and Flex funds in Blackboard and PeopleSoft.
- Daily monitoring and troubleshooting of Student Financials and CASHNet integration to the GL and accuracy of account coding.
- Manage all dishonored payments.
- Account reconciliations.

Financial Aid Cash Monitoring and Compliance- Maintain campus Financial Aid tracking report for determining G5 drawdown amounts, drawing down G5 funds, and HCM Direct Loan Cash transaction input.

Fixed Assets Backup- Assist in the maintenance of property accounts and records of location; recording the receipt of new property and ensuring that property is properly tagged; supervise student workers with physical inventories; investigate discrepancies in inventories and reconcile property records; prepare annual statement of property inventory showing the cost of property by classification; determine the condition and recommend proper disposition of property requiring repair, salvage, or disposal.

**SPECIAL REQUIREMENTS:**
Some overnight travel required to attend training sessions.
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.

**MINIMUM QUALIFICATIONS:**
- Bachelor's degree with a major in accounting, finance, business administration, or a closely related field or prior job experience that demonstrates a person possess the skills, knowledge and abilities to perform the position duties.
- Five years of progressively responsible accounting, finance, bookkeeping or grant compliance experience.
- Working knowledge of and ability to interpret Federal OMB circulars and CFR's to determine their impact on campus grant awards.
- Extensive knowledge and understanding of financial record-keeping methods and practices.
- Ability to use automated financial systems, MS Office programs and familiarity with online submission and reporting procedures.
- Ability to organize large amounts of reference data and to manage historical information for rapid access as needed.
- Advanced proficiency with Excel spreadsheets and CFS data warehouse software to produce financial reports that can be easily understood by non-accountants.
- Knowledge of procedures for statistical analysis and the ability to analyze data and draw logical conclusions.
- Ability to work independently as a self motivated highly productive professional.
- Ability to communicate effectively with others in presenting ideas and concepts both written and orally.
- Ability to prioritize emerging issues and handle concurrent multiple deadlines/tasks.
- Ability to handle sensitive information and maintain confidentiality.

**DESIRABLE QUALIFICATIONS**:
- Possession of CRA (Certified Research Administrator) certification
- Possession of CPA (Certified Public Accountant) license
- Familiarity with grants and contracts procedures including federal and state guidelines, reporting procedures, budgeting, sponsor billing, contract setup, subcontract monitoring, staffing T&E reporting, monitoring allowed costs, and Federal Agency special award conditions.
- Experience working with federal and state grant and program officers.
- Knowledge of the CSU Common Financial System using PeopleSoft software.
- Experience using PeopleSoft systems for financial and budget management, including query skills.
- Ability to use web development software to maintain a web site/page.
- Familiarity with customer service and quality improvement principals.

**SALARY**: $4834 - $7735 per month. Salary budgeted at up to $5500 per month.

**APPLICATION PROCESS:** Interested parties must submit the Cal Maritime Employment Application, cover letter and current resume. Apply on-line at http://www.csum.edu/web/hr/careers. Based upon a review of applications and accompanying documents, only those persons whose qualifications best match job requirements will be interviewed. Applicants selected for an interview will be notified of interview appointments by telephone.

**BENEFITS**: The benefit package includes a broad range of benefits for qualifying positions including medical, dental, vision, retirement (CalPERS), life insurance, fee waiver, vacation and sick leave.

**ELIGIBILITY TO WORK:** Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

**The California Maritime Academy is committed to a diverse work force and is an equal opportunity employer.**