



Job Bulletin 102774 – 13/14

Student Accounting Technician

Classification: Accounting Technician III

Time base – Full Time

*This recruitment will remain open until filled. For priority consideration, please complete application by **October 20, 2013**. A review of applications will begin **October 21, 2013** and the review period may end at any time thereafter.*

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.

MAJOR RESPONSIBILITIES:

Student Fees Accounts Receivable - Position is responsible for all aspects of campus student accounts receivable. Typical duties will include monitoring outstanding student fees; offering and monitoring student installment payment plans; placing service indicators on student and third party sponsor accounts; 1098T-processing; submitting Franchise Tax Board tax offset requests; sending accounts to our designated collection agency; preparing journal entries for monthly charge backs (mailing/phone/facilities); billing third parties for class or tuition reimbursement.

Collections – Preparing and issuing 30, 60 and 90 day notices to delinquent parties according to campus policy; turning accounts over to campus collection agency; placing holds on student's accounts.

Journal Entries - Preparation and posting of journal entries as necessary for proper month end close and reconciliation between the sub ledger and the general ledger.

ERP System Responsibilities - Participating in system upgrades, patches and fixes including, but not limited to, setup, system testing and output analysis; assisting in troubleshooting system problems and issues.

Cashier Backup- Functions as back up cashier working with financial reporting system (PeopleSoft), receives payments and distributes checks, adjusts student fees, balances and deposits funds, issues parking permits, assesses late fees, works with students and parents resolving problems and setting up installment plans. Provides assistance with distribution of University payroll; opening and closing Cashier's Office to prepare for daily processing; accurate and timely processing and receipting of daily cash, check and credit card transactions, balancing daily deposits and preparing bank deposits; analyzing and reviewing student account information in PeopleSoft for accuracy of billing, adjustments, payment application, and refunding overpayments on the student accounts; assisting with new term setups in PeopleSoft and preparation to bill student accounts for each semester; assistance with revenue and deposit reconciliations as needed to support Accounting staff (housing deposits, parking permits, etc.).

Account Reconciliations - Perform a variety of monthly and periodic reconciliations.

Website - Maintains and updates the Student Financial aspects posted on the CMA website.

SPECIAL REQUIREMENTS:

- Appointment is contingent upon successfully completing a background check including fingerprinting.
- Occasional overnight travel will be required to attend training.
- 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:

Experience: Four years of progressively responsible financial record-keeping experience which has provided the knowledge and abilities listed below.

Education: Any equivalent combination of education and experience which provides the required knowledge and abilities. A bachelor's degree with a major in accounting, business administration, economics, finance, public administration, or a closely related field is preferred.

Knowledge, Skills and Abilities:

- Comprehensive knowledge of financial record-keeping, mathematical and general office methods, procedures, and practices.
- Ability to learn and apply laws, rules, and procedures related to governmental accounting.
- Ability to interpret and follow instructions and policy guidelines.
- Ability to compile, verify and reconcile financial data.
- Ability to establish and maintain effective working relationships with others
- Ability to use current computer word processing and spreadsheet software programs, web browsers, query tools, integrated financial systems and records management systems.
- Ability to gain a thorough knowledge of campus Chartfields and their attributes.
- Must demonstrate superior customer service skills for providing outstanding service to students, parents, faculty and staff.
- Must demonstrate excellent verbal and written communication skills for providing accurate and timely information for student, parent, faculty and staff inquiries.
- Ability to understand and utilize PeopleSoft Student Financials, Accounts Payables and CASHNet online payment systems to research and to run queries and reports in order to provide billing, payment and refund information to the campus community.
- Ability to understand and follow all policies and procedures related to privacy of student financial information and security of University assets, including cash handling procedures for the prevention of financial losses to the University.

DESIRABLE QUALIFICATIONS:

- General knowledge of governmental financial record-keeping methods in an educational environment.
- PeopleSoft experience
- General knowledge of financial aid disbursements and return of funds

SALARY: \$3381 - \$5071 per month. Initial salary will be no higher than \$4167 per month and is contingent upon experience.

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 California Maritime Academy offers a broad range of benefits for qualifying positions including medical, dental, vision, life and disability insurances, retirement (CalPERS), 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.