



Job Bulletin 102798 – 13/14

Accounts Payable Technician

Classification: Accounting Technician III

Time base – Full Time

This recruitment will remain open until filled. For priority consideration, please complete application by January 10, 2014. A review of applications will begin January 11, 2014 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 1050. 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:

Accounts Payable- Audits invoices to ensure accuracy and validity; verifies receipt of goods and services; inputs related voucher transactions for timely and accurate processing in accordance with the rules of the State of California, the CSU Trustees, and other regulatory agencies for payment by check or claim schedule; compiles and submits claims to the State Controller within the prescribed time limits and makes corrections to system as required. Initiates vendor set ups, vendor stop payments and reissues, payroll advances and stop payments. Identifies vendor discounts. Researches invoice problems due to non-receipt, duplicate shipments, mismatched documents, etc. Works with Receiving and/or departments to verify receipt of goods or services; researches invoices with tolerance variances and initiates or recommends appropriate action in accordance with Academy tolerance rules. Works with Purchasing to resolve invoices exceeding negotiated prices, correctly state open encumbrances, proper payments, contracts, etc. Initiates vendor correspondence to request invoices, proof of delivery, or credit memos. Reconciles and allocates prepaid accounts. Prepares journal entries and all assigned account reconciliations and reports for month and year end close periods.

Travel Claims- Reviews and audits travel claims to ensure accuracy and validity within prescribed IRS, State of California, CSU Trustees, and University guidelines. Inputs related voucher transactions for timely and accurate processing. Works with departments to provide proper documentation for claims; monitors travel advances and communicate with employees regarding timely repayment of advances. Codes and enters vouchers for travel claims and advances.

Procard Activity- Download vendor files from vendor and upload same into the PeopleSoft system. Review Procard transactions for propriety and supporting documentation including transaction review to ensure compliance with the campus Procard policy. Document and track user's violations for management reporting.

1099 Reporting- Ensures vendors are entered correctly on financial system for proper withholding; identifies reportable line items; remits withholding to proper government agency; maintains vendor records for reportable payments; generates and sends form 1099 statements for reportable vendors; applies professional judgment to comply with applicable rules and regulations; conducts follow-up on schedule "B" notices received from the federal government.

Tax Withholdings- Ensures non-resident vendors have appropriate State and/or Federal tax withholdings. Calculates correct amount to withhold and submits quarterly and year end returns to the vendors and state/federal agencies. Identifies employee taxable fringe benefits.

Sales and Use Tax-Calculates and accrues use tax when applicable on all invoices paid and monthly credit card purchases. Submits quarterly use tax returns and sales tax returns for food service.

SPECIAL REQUIREMENTS:

Occasional overnight travel required to attend training classes

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 above knowledge and abilities.

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; 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 prepare clear, accurate financial reports and utilize problem solving techniques in finding solutions to complex accounting problems.
- Knowledge of CA sales and use tax regulations, Form 1099 and 1098T.

DESIRABLE QUALIFICATIONS:

- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Familiar with electronic banking such as wires and ACH transfers.
- Knowledge and understanding of the Accounts Payable subsystem and its integration with the General Ledger.
- Familiar with the PeopleSoft accounting system.
- Ability to work in a fast paced environment.
- Familiar with the California State University's Common Financial System.
- Knowledge of Governmental accounting in Higher Education environment.

SALARY: \$3381 - \$5071 per month. Initial salary above the midpoint of the range (\$4226 per month) requires special authorization.

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.