**Position Title:** Accountant III

**Job Bulletin Number:** 103272

**Classification:** Accountant III

**Department:** Financial Services

**Full/Part-time:** Full-time

**Employment Type:** Probationary/Permanent

**Bargaining Unit:** 9, CSUEU

**Pay Plan:** 12 month

**Salary Range:** $4,899 - $9,454 per month Hiring salary budgeted at $6,250 - $7,051 per month commensurate with education and experience.

**Benefits:** Premium benefit package includes outstanding health, dental and vision plans; life and disability insurances; pension (CalPERS); tuition fee waiver; and 14 paid holidays per year. See our benefits website for additional information.

**Pre-Employment Conditions:** Background including fingerprinting

**Closing Date:** Open until filled. A review of applications will begin Monday, March 15, 2021 and the review period may end at any time thereafter.

**POSITION SUMMARY:**
The Financial Services Department provides accounting services to the University’s students, staff, faculty, and Auxiliary Organizations. These services include but are not limited to cashing, student accounts, accounts receivable, accounts payable, general accounting, financial aid, post award grants and contracts, financial reporting, and asset management/property accounting. Financial Services is responsible for ensuring that all accounting, reporting, and reconciliation functions are performed in accordance with applicable law and policy while providing the highest level of service to the campus community.
Under the direction of the Accounting Manager, the Accountant III uses advanced accounting concepts and campus objectives to resolve highly complex issues. The Accountant III regularly works on highly complex accounting assignments that are of diverse scope requiring analysis of identifiable factors using multiple accounting and financial sources. They must demonstrate good judgment in selecting methods and techniques for obtaining solutions, completing analysis, and developing recommendations. They normally receive little instruction on day-to-day work, with general instructions provided on new or unique accounting assignments. They interact with senior internal and external personnel on matters of some significance to the accounting organization. They recommend changes to department policies and practices. They identify risks and respond accordingly. They provide priority setting and workflow analysis.

The Accountant III participates in all aspects of supporting the mission and goals of California State University Maritime Academy and its Auxiliary Organizations and play an active role in working and collaborating within the Administration and Finance Division. The incumbent performs the full range of accounting services related to the daily business operations across all campus business units.

HOW TO APPLY: Interested parties should submit the Cal Maritime Employment Application, a cover letter and resume. Apply on-line at [http://www.csum.edu/web/hr/careers](http://www.csum.edu/web/hr/careers).

ABOUT THE CALIFORNIA STATE UNIVERSITY MARITIME ACADEMY:
Established in 1929, California State University Maritime Academy, a campus of the California State University, is the only degree-granting maritime academy on the West Coast. Located on a scenic waterfront site in Vallejo, the campus serves a student population of approximately 1100 undergraduates and 50 graduate students. The campus currently offers undergraduate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A master’s degree in Transportation and Engineering Management is offered as well as a number of extended learning programs and courses.

MAJOR RESPONSIBILITIES:

- Interpret and evaluate the University’s accounting policies to assure compliance with the policies of the State Controller’s Office, the CSU Chancellor’s Office, and Generally Accepted Accounting Principles (GAAP). Ensure that all accounting activities are carried out in accordance with established policies and procedures. Prepare complex accounting and financial reports including applicable reporting models and supporting schedules and lead sheets. Extract, analyze and integrate financial information to accurately meet reporting requirements. Compile, prepare, and interpret complex financial statements in response to internal and external requirements. Reconcile, analyze, and prepare journal entries for various accounts, including, but not limited to accounts receivable, allowance for bad debts, inventories, capital leases, asset management, self-insurance claims liability, expenditure accruals, and deferred revenues. Assist in preparation and coordination of annual audit functions in accordance with generally accepted auditing standards, including preparation of all supporting schedules and reports. Assist in the preparation of the audited financial reports of the University including reports to the State of California, Chancellor’s Office, and university management. Interface with all the departments of the University to gather and analyze financial information for the financial statement preparation. Prepare working papers to convert legal basis data into financial statements using the accrual basis of accounting. Interface with the Chancellor’s Office for the year-end pass down journal entries. Coordinate with campus departments, auxiliary organizations, and operations in recording of financial information. Assist in the Peoplesoft year-end closing process. Develop and implement methods and work procedures to ensure proper accounting classification and reporting of financial data for systemwide and accounting standards.

- Participate in the development, implementation, and monitoring of accounting systems, policies, and procedures. Define and maintain chart of account values and PeopleSoft related trees. Use automated systems to perform account and financial analyses, improve and enhance system usage. Create formal and ad hoc reports in response to requests. Analyze systems and processes to develop improved functionality and process flows and to recommend future system enhancements to improve reporting capabilities. Provide audit compliance and safeguarding of assets to ensure adequate and effective internal controls. Facilitate finance system implementations and upgrades. Create and update documentation related to areas of responsibility. Develop Peoplesoft financial reporting writing techniques for GAAP statements, financial reports, audit reporting schedules and other internal reporting needs.
• Interpret, organize, and present information and make recommendations for improved reporting and business processes. Provide input to strategic objectives as they relate to financial matters and lead efforts in response to systemwide initiatives. Work/coordinate with individuals at all levels of the organization and represent the department on key projects. Apply advanced accounting concepts to perform highly complex technical analysis to understand past performance and determine present and future performance and/or resource allocations.

• Facilitate Accounting Department operations in the absence of the Accounting Manager and/or University Controller.

REQUIRED QUALIFICATIONS:
• **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.

• **Experience** – Equivalent to five years of professional level accounting experience. Extensive experience in financial statement preparation using applicable reporting models and preparing supporting schedules and lead sheets preferred.

• **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.

PREFERRED QUALIFICATIONS:
• CPA License preferred.

• Peoplesoft experience and advanced Excel skills are highly desirable.

• Comprehensive understanding of CSU policies and procedures and compliance issues and all pertinent laws and regulations impacting CSU’s accounting and financial operations.

• Experience in a public entity, preferably higher education, with multiple internal and external reporting requirements.

SPECIAL CONDITIONS:

**PHYSICAL, MENTAL and ENVIRONMENTAL CONDITIONS:** Involves mainly sitting; walking and standing is minimal; involves lifting lightweight objects limited to 15 pounds.

**BACKGROUND CHECK:** Satisfactory completion of a background check (including a criminal records check and fingerprinting) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

**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.

**TITLE IX:** Please view the Notice of Non-Discrimination on the Basis of Gender or Sex and Contact Information for Title IX Coordinator at: [https://www2.calstate.edu/titleix](https://www2.calstate.edu/titleix)

**EEO STATEMENT:** Cal Maritime is an Equal Opportunity, Affirmative Action Employer. The university subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender
identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, covered veteran status, or any other protected status. Reasonable Accommodations will be provided to applicants with qualifying disabilities who self-disclose by contacting the Benefits Coordinator at (707) 654-1146.