Position Title: Accountant II

Job Bulletin Number: 103298

Classification: Accountant II

Department: Accounting

Full/Part-time: Full-time

Employment Type: Probationary/Permanent

Bargaining Unit: 9, CSUEU

Pay Plan: 12 month

Salary Range: $4,161 – $8,030 per month. Hiring salary budgeted at $5,000 - $5,700 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 Wednesday, September 22, 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 and faculty and Auxiliary Organizations. These accounting services include but not limited to cashiering, 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 at the same time providing the highest possible level of service to the campus community.

Under the general direction of the Accounting Manager, the Accountant II performs professional accounting work requiring comprehensive knowledge of generally accepted accounting principles (GAAP) and governmental accounting standards. This includes completing account reconciliations, preparation of journal entries, inter-fund accounting, and solving moderate to complex accounting issues, and financial analysis. In addition, the incumbent assumes primary
responsibility for recording Foundation and other Auxiliary Units’ financial transactions in a timely, accurate, efficient and effective manner and monitors and reconciles cash and investment accounts for all campus funds.

The incumbent participates in all aspects of supporting the mission and goals of California State University Maritime Academy and its Auxiliary Organizations. The incumbent plays an active role in working, partnering, and collaborating within the Administration and Finance Division and all other campus business units and operations relating to the day-to-day business operations.

**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:**
Under general direction of the Accounting Manager, the incumbent will perform and provide professional level, cross-functional accounting support for the University and Auxiliary Organizations which is analytical, evaluative, innovative and advisory in nature for the Accounting Department unit of Financial Services. This includes providing a wide variety of centralized accounting services where the application of knowledge about the theories, principles and practices of the accounting profession, including Generally Accepted Accounting Principles (GAAP) are used in classifying, examining, analyzing, reconciling, and reporting of financial transactions while ensuring compliance of applicable laws, rules and regulations between entities, programs and funds. These responsibilities include but not limited to:

- Analyze and reconcile bank statements, sub-ledgers, reports, and financial records.
- Monitor the day-to-day financial activities of the campus, Foundation and other Auxiliary Units.
- Review, analyze, and make appropriate journal entries.
- Recommend and prepare adjustments, journal entries, reports, and expenditure transfers and chargebacks.
- Develop analytical reports for fluctuation, variance, ratio, projection, and trend analyses.
- Completes schedules for various funds and accounts for the annual audit. Assists with any audit that applies to her area of responsibility.
- Use knowledge of financial record-keeping methods, sound accounting controls, business processes, policies, and procedures to interpret and apply the effects of policies and rules to financial analyses and projections, and maintenance of the Chart of Accounts.
- Support the University’s internal controls, tax and audit functions; system processing and maintenance of associated administrative systems, implementing appropriate fiscal policies and procedures, identifying and implementing new technologies in support of these business processes; providing guidance in fiscal matters relative to the areas of responsibility.
- Development and/or interpretation and implementation of campus, federal, state, and CA State University (CSU) policies and procedures.
- Present at campus user group trainings, workshops and meetings, and involvement with various CSU committees or representing the University on various accounting matters, when requested.
- Review financial documents for accuracy, completeness, validity and adherence to standards.
- Monitor and review all Raisers Edge activity and posts to the general ledger.
- Manage and reconcile interagency transactions between the University and the Foundation. Prepare cash transfer documents for the same. Provide Foundation departmental reports as requested.
- Runs bank reports for the Foundation and the University and reconciles to the general ledger.
- Reconcile students’ scholarship awards to campus disbursements for the Foundation.
- Post miscellaneous bank transactions such as wire transfers and credit card receipts.
- Review and prepare entry from manual departmental deposit logs, including gifts-in-kind.
- Perform treasury management for the Foundation and other Auxiliary units.
- Analyze and reconcile PeopleSoft (PS) General Ledger (GL) to the Raisers Edge donor database.
• Allocate investment earnings, credit card fee and other allocable items.
• Provide training, guidance, and assistance to Auxiliary business units’ personnel.
• Allocate interest earnings to appropriate funds.
• Prepare cash position reports for the controller.
• Perform cash/bank reconciliations for campus and auxiliary business units.
• Identify actual or potential problems and recommend corrective or preventative action.
• Work closely with Accounts Payable (A/P) and Procurement personnel for campus and auxiliary units’ vendor set ups, wire set ups, vendor type set up for various classification for Micro Business, OSB for Procurement annual reporting, including securing and filing vendor 204 forms.
• Preparation of the GAAP Audit lead schedules for the Foundation and other auxiliary business units.
• Preparation of reports to outside agencies and governmental entities.
• Perform post-award grant management of grants and contracts which include but not limited to assisting principal investigators and/or campus departments with expenditure review; monitor accounts, reporting on grant funds to internal and external agencies and a variety of budget grant and contract budget related compliance matters; coordinates the campus efforts in managing grant and contracts accounting.
• Reconcile monthly Intercompany auxiliaries Accounts Receivables (AR) and prepare month end wire transfers to clear balances owed between auxiliaries.

Monitor and oversee University cash and investment accounts. This includes monitoring and reconciliation of cash and investment accounts for all campus funds in accordance with federal and state regulations and campus policies. Primary liaison between the campus and the bank, the campus and the CSU Chancellor’s Office Treasury Management team, and the Auxiliary Business units like Foundation and their Investment company.
• Reconcile cash and investment account from different sub-system sources (CASHNet online student payments and 3rd party payments for all campus accounts.)
• Record Cash Posting Orders (CPOs) received from the Chancellor’s office. Work with Budget Office for some CPO Cost Allocation worksheets.
• Initiate CPO’s from Maritime to various campuses for various request for campus reimbursement, ie University Police Department for personnel overtime at other campus, etc.
• Monthly reconciliation of bank and investment accounts including allocations for the campus
• Review Accounting Department Notice of Accounting Transaction (AD NOATs) from the Chancellor’s Office and posts applicable journals
• Work with A/P to facilitate and initiate wire transfer payments to vendors
• Ensure electronic payments received are recorded through the cashier’s office when appropriate.
• Assists campus community with account analysis information, including facilitating reclassification of transactions when appropriate and approved.
• Manage cruise wire transfers including relationships with foreign port authorities.
• Assist with initiating online ordering of cash when needed and prepare entries for management approval and posting.

• The incumbent will perform job-related duties and special projects as assigned.
• Provide cross training and serve as a back-up for other accounting processes and roles within the Department.

REQUIRED QUALIFICATIONS:

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.
**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 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.

**PREFERRED QUALIFICATIONS:**
- CSU or higher education or Governmental or Public accounting experience is desirable.
- Experience using PeopleSoft in a university or governmental environment is desirable
- Demonstrated knowledge and experience providing accounting and fiscal management leadership in a complex, decentralized organization.
- Demonstrated knowledge with nonprofit fund accounting and institutionally related foundations.
- Knowledge of or ability to quickly acquire knowledge of University, CSU, state and federal rules and regulations related to accounting services functional areas.

**SPECIAL CONDITIONS:**

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

**HOURS of WORK/TRAVEL:**
- Occasional extended/weekend work hours especially during Legal/GAAP close
- Occasional travel required for training

**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.