Position Title: Accounts Payable Accountant

Job Bulletin Number: 103316

Classification: Accountant I

Department: Financial Services

Full/Part-time: Full-Time

Employment Type: Probationary/Permanent

Bargaining Unit: 9, CSUEU

Pay Plan: 12 month

Salary Range: $3,775 – $7,073 per month. Hiring salary is anticipated at $4,000- $4,500 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, November 17, 2021 and the review period may end at any time thereafter.

POSITION SUMMARY: The Accountant I position requires analysis and application of accounting principles and practices to perform a variety of accounting work assignments and resolution of accounting problems/issues. The Accountant I is responsible for analyzing and reconciling accounts, performs designated account reconciliations, and reviewing and preparing all related expenditure journals and disbursement transactions to ensure compliance with GAAP and the Legal Accounting and Reporting Manual. The incumbent performs reviewing Accounts Payable documents for appropriate coding and documentation prior to disbursements, in addition to preparing documents for year-end audit and ad hoc analysis. The Accountant I will serve as the Accounts Payable Accountant and customer service representative for the Fiscal Services department and Travel Program.
Under the general direction of the Accounting Manager, the responsibilities of the Accounts Payable Accountant include but are not limited to the following:

- Ensure that assigned accounting and disbursement activities are carried out in accordance with established policies and procedures and Generally Accepted Accounting Principles (GAAP).
- Analyze data and reports for internal and external purposes.
- Participate in the preparation and accuracy of month and fiscal year end closing activities.
- Analyze and prepare year-end accruals for legal closing to ensure compliance with GAAP and legal accounting requirements.
- Gather, analyze, and provide appropriate data in response to internal and external requests, as assigned.
- Research incomplete, missing, or unusual transactions to determine the proper accounting treatment.
- Recommending changes to improve efficiency and assist with the documentation and maintenance of business processes, standards and procedures.
- Identifying actual or potential problems and recommending corrective or preventative action.
- Monitors financial risks and provides solutions to the Accounting Manager and/or Controller to address risks.
-Backing up and participating in cross training other Accountants and staff within the department to ensure continued operations in case of absences.

**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:**

**Accounting Related Activities include, but not limited to:**

- Reconciliation, analysis and research
- Processing and preparing appropriate accounting and disbursement/expenditure entries
- Identifying errors and taking corrective actions
- Providing accurate information related to financial transactions and campus reporting
- Analysis of travel, Pro-Card, Enterprise Voyager Fuel Card and other credit/debit card processing
- Making recommendations to improve efficiency and effective processes
- Training Concur Users and providing resolution to inquiries and issues related to travel
- Backing up/training other members of the department.

**Month-end, Year-End and GAAP Closing Activities, include but not limited to**

- Perform various account reconciliation and analysis
- Assist with recording accruals and adjusting entries
- Prepare required PBCs
- Prepare tax and audit schedules and completing audit requests/deliverables such as UBIT, Sales tax and 1099 submission and corrections.

**Maintenance and Implementation of Business Processes**

- Interpret and implement new regulatory requirements from the Chancellor’s Office, State Controller’s, State, Federal agencies and other regulatory agencies
- Participate in CMS upgrades, testing and report development
- Provide travel updates on Cal Maritime website.
- Recommend, develop and enhance system processes and reporting
- Validate system configuration and set up
Other Accounting and Financial-Related Duties

- Performing duties of a vacated position or staff on vacation/off-campus
- Managing new projects related to disbursement, accounting and student financial activities
- Other duties as assigned or as re-assigned through department organization changes

REQUIRED QUALIFICATIONS:

- 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.
- Thorough knowledge of GAAP and general understanding of internal control methods
- Ability to analyze and interpret accounting data and prepare clear, accurate financial statements and reports
- Ability to present statistical and mathematical data, apply accounting principles to the analysis of complex accounting problems
- Knowledge of office methods and procedures, proficiency with current word processing and Spreadsheet, software programs, web browsers, query tools, integrated financial systems and/or other types of records management systems
- Ability to meet deadlines and work with minimum supervision
- Ability to utilize problem-solving techniques in finding solutions to complex accounting problems

PREFERRED QUALIFICATIONS:

- Equivalent to three years of progressively responsible professional accounting related experience.
- Three years of experience in higher education and fund accounting
- Experience using Oracle PeopleSoft ERP Financial module

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.

MANDATED REPORTER: 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 revised July 21, 2017 as a condition of employment.

DESIGNATED POSITION: This position is a “designated position” in the California State University’s Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

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
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.