Position Title: Accountant II

Job Bulletin Number: 103325

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 - $5,500 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 Thursday, December 16, 2021 and the review period may end at any time thereafter.

POSITION SUMMARY:
The Accounting Department provides financial services to the campus, students and staff, its auxiliaries and independent operations. Under the general direction of the Accounting Manager, the Accountant II works independently with close supervision, on a variety of complex tasks. The Accountant II is responsible for financial reports and statements and/or analysis requiring in-depth understanding, interpretation and application of Generally Accepted Accounting Principles (GAAP) and practices, and compliance reporting requirements. The position requires the skill to communicate effectively technical accounting information and activities within and outside the financial services departments.

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.
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 Activities including but not limited to Accounts Receivables, ProCards, Travel Cards, Concur, etc.
- Monthly reconciliation, analysis, and research between sub-systems such as Campus Solutions/Student Financials, CashNet, Accounts Payable, etc. and CFS general ledger
- Process and prepare appropriate accounting entries and treatments
- Perform audits using existing tools and platform based on established internal control procedures and compliance with CSU policies, procedures, and applicable laws
- Work with Compliance Manager and other appropriate personnel to ensure that billing and/or claims are processed and submitted in accordance with current requirements and legal framework (Grants & Contracts, FEMA, insurance claims, etc.)
- Administer the preparation of grant/claim payment requests
- Assist in accounting and compilation of cost and budget estimates especially for capital assets, capital projects and leases
- Monitor activities to identify any instances or occurrence of errors and take corrective actions
- Follow-up, track and create monthly reports for all submitted requests and outstanding travel claims
- Respond to inquiries that involve searching for and abstracting technical data and detailed explanation of state regulations, policies, or procedures

Month-end, Year-end and GAAP Reporting Activities
- Perform reconciliation and analysis of accounts within the proper time frame for review
- Prepare timely and accurate monthly schedules within pre-defined deadlines which are required for clean monthly/quarterly FIRMS submission
- Assist with resolving FIRMS’ errors and warning
- Complete required PBCs and reports
- Prepare and complete audit schedules and WDesk footnotes
- Analyze and record assets to be capitalized

Other Job-Related Duties
- Backup Cashier and/or perform duties of a vacated position or staff on leave
- Manage new projects related to 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.
- Equivalent to two years of progressively responsible professional accounting experience.
- Thorough knowledge of GAAP, CSU legal accounting and general understanding of internal control methods
- Excellent organizational and analytical skills, and attention to detail.
- Ability to present statistical and mathematical data, apply accounting principles to the analysis of complex accounting problems
- Must demonstrate effective working relationships with campus constituents and external agency representatives.
- Strong interpersonal and communication skills as well as the ability to maintain professionalism under pressure and tight schedules.
• Working 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 utilize problem-solving techniques and in finding solutions to complex accounting problems
• Ability to compile, verify and reconcile financial data.
• Ability to understand and utilize PeopleSoft (PS) Common Financial System (CFS) modules such as General Ledger, Accounts Payable, Asset Management, PS Campus Solutions - Student Financials, Payment System like CashNet, and ERP Reporting solutions including but not limited to data warehouse, PS Queries and nVision.
• Ability to research and run queries and generate reports for billing, payment, claims and refund information to the campus community.
• Excellent time management skills and problem-solving skills.
• Knowledge about traditional and current training methods, techniques, and deliveries

PREFERRED QUALIFICATIONS:
• Possession of an advanced business or public administration degree, or certification as a Public Account (CPA) is a plus.
• General knowledge of governmental financial record-keeping methods in an educational environment
• A combination of three or more years’ experience in higher education and/or progressive responsibility related to all aspects of fund account and GAAP reporting
• Experience using Oracle PeopleSoft ERP – General Ledger and/or other Enterprise Resource Planning with general ledger 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.

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.