



Accounting Specialist – Staff – California Northstate University

POSITION TITLE:	Accounting Specialist
REPORTS TO:	Controller
WORK SCHEDULE:	Monday – Friday, 8 am-5pm
JOB CLASSIFICATION:	Hourly, Staff Full time, 1.0 FTE, Non-Exempt,
SALARY	\$32.00 per hour
WORK LOCATION:	Elk Grove, CA, 95757

The Accounting Specialist supports the CFO, Controller, Business Office, and other Staff Accountants in carrying out the responsibilities of the Finance / Accounting Department. The individual supports the daily operations of the Accounting Department and Business Office by processing routine financial transactions, maintaining accurate records, assisting with reconciliations, and ensuring work is completed in accordance with established University policies and procedures.

This position is responsible for performing a range of accounting and clerical tasks that require accuracy, strong attention to detail, practical accounting experience, and a solid knowledge of GAAP. The individual will fit well in an environment that rewards bright, self-starting, energetic, focused individuals with ever increasing responsibility and challenges. This position will support various aspects of the financial cycle including, but not limited to, assisting in various audits, monitoring various metrics of the business to aid in daily operational decisions. This position also requires general accounting responsibilities, including journal entries, intercompany transactions, account reconciliations and accruals.

ESSENTIAL FUNCTIONS:

- Prepares general ledger entries by maintaining records and files, reconciling accounts for all colleges and affiliated entities.
- Process Accounts Receivable deposits from CAMS to GP through the integration process.
- Post students' payments by recording cash, checks, and credit card transactions.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Reconcile and verify discrepancies by and resolve students' billing issues and inquiries.
- Send out monthly rental invoices to tenants.
- Review and enter accounts payable invoices received via mail and email into the system.
- Assist Staff accountants in preparation of monthly financial statements.
- Assist Staff accountants in monthly reconciliations.
- Assist Staff accountants in scanning, filing, and organizing documents
- Prepare month-end journal entries as needed.
- Answers accounting and financial questions by researching and interpreting data.
- Provide support to accounts receivable and accounts payable staff.



- Provide customer service to all entities (faculty/staff/students) as needed.
- Protects organization's value by keeping information and University's records confidential.
- Provide CFO and management with information vital as needed to the decision-making process.
- Assist in maintaining the Fixed Asset and associated depreciation schedules in Great Plains Software System and in QuickBooks; provide monthly detail to the other Staff Accountants for General Journal entries; insure proper recording of new purchases and disposals.
- Assist with 1098's and 1099's year-end processes.
- Perform data entry, data collection, routine communications with college representatives and employees.
- Tracking certain receivables, including deposits, and billings.
- Generating receivable aging reports for internal use.
- Assists in the month-end, quarter-end, and year-end closing processes.
- Assists with tax documentation as needed.
- Updates job knowledge by participating in educational opportunities.
- Assists with the preparation and coordination of external audits as needed.
- Perform other accounting, financial, or administrative tasks as may be required from time to time – quite often on short notice - by the CFO/Controller.
- Perform other duties as assigned.

MINIMUM SKILLS AND QUALIFICATIONS:

- Strong data entry skills
- Excellent verbal & written communication skills
- Strong organizational skills to perform and prioritize multiple tasks easily with excellent attention to detail.
- Able to research, problem solve and identify solutions.
- 3 years plus of accounting, AP, and AR experience preferred.
- Proficient in Excel or various accounting software's
- Strong initiative and great problem-solving skills.
- Actively seeks opportunities and proposes solutions; forward thinker; Adaptable to the various competing demands/priorities.
- Great Plains experience preferred.
- Bachelor's degrees in accounting/business

WORKING CONDITIONS:

The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard provided if necessary. Adequate parking. This position requires travel for outreach events.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:



While performing the duties of this job, the employee is regularly required to communicate effectively (talk and hear) and frequently required to stand, walk, and sit for extended periods. The role involves frequent use of hands for operating computers, phones, and handling documents, as well as reaching with hands and arms. Occasional bending, stooping, or kneeling may be required.

Frequent and repetitive hand and wrist movements are necessary for computer and administrative tasks. The employee may occasionally lift and/or move items up to 5–20 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Applicants should submit:

- Cover letter of interest that addresses qualifications, experience and career goals
- Resume that includes month and year of employment
- Names, addresses, and telephone numbers of at least three (3) references who can be contacted by the Search Committee and who can speak to a broad range of candidate's professional qualifications

Please submit your cover letter, resume, list of references, and any additional information to hr@cnsu.edu. Review of applicants will begin immediately and will continue until the position is filled.

California Northstate University is committed to providing equal employment opportunities to all employees and applicants, regardless of protected characteristics such as race, color, religion, sex, national origin, age, disability, or veteran status