



Staff Accountant

POSITION TITLE:	University Staff Accountant
REPORTS TO:	Controller
WORK SCHEDULE:	1.0 FTE, Staff, full time, exempt
LOCATION:	Elk Grove, CA - onsite
SALARY:	\$70,400 - \$85,000 annually, commensurate upon experience

POSITION SUMMARY

The University Staff Accountant supports the CFO, the Controller, and other Staff Accountants in fulfilling the responsibilities of the Finance / Accounting Department. The incumbent maintains and controls the General Ledger accounts and business transactions of the University, applying the Generally Accepted Accounting principles (GAAP) that includes analytical work and thorough review of financial records.

ESSENTIAL FUNCTIONS:

- Perform monthly bank reconciliation.
- Analyzes information and options by developing spreadsheet reports, verifying information.
- Prepares general ledger entries and maintains records and files; reconciling general ledger accounts.
- Prepares payments by accruing expenses; assigning account numbers; requesting disbursements; reconciling accounts.
- Prepare and reconcile monthly grant reports for all principal investigators (PI).
- Reviewing monthly grant reports with PI and the Director of Research and Sponsored Programs.
- Work closely with all the Principal Investigators and the Director of Research and Sponsored Programs on tracking and reconciling of all grants.
- Coordinates and maintains miscellaneous grant billings and reports; verifies all billings are complete and reconciled to the general ledger and complies complex grant expense reports as required by the grantors.
- Assist with the month-end closing process, conducting research, and making correction journal entries for account discrepancies, prepares closing journal entries, and posts accrual entries.
- Assist Controller to maintain best fixed asset system, which includes preparation of journal entries, reconciliation of general ledger to fixed assets system, and preparation schedules for budgeting purposes.
- Develops and implements accounting procedures by analyzing current procedures, recommending changes.
- Maintains records retention log to facilitate the orderly file system of permanent records for adherence to record retention policy.

- Answers accounting and financial questions by researching and interpreting data.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Prepare mailings and priority shipments for the Finance/Accounting Department.
- Prepare labels and maintain files as needed within the department.
- Prepare correspondence as needed within the department.
- Process tenants' rent payments, send out monthly invoices and statements using QuickBooks and other real estate projects as needed.
- Assist the CFO with the annual financial audit as assigned.
- Work with CFO and Accreditation team in all aspects of functions and activities including, but not limited to gathering & presenting data relevant to demonstration of compliance with accreditation standards.
- Perform other accounting, financial, or administrative tasks as requested from time to time by the CFO.
- Perform other duties as assigned.

MINIMUM SKILLS AND QUALIFICATIONS:

- A Bachelors degree in accounting, or a Bachelors degree in business with emphasis in accounting, is required.
- Degree(s) must be from a credible college or university
- A minimum of 2 years' experience in accounting is preferred.
- Course work in job costing is recommended.
- Must be a perfectionist by nature, with no tolerance for financial sloppiness.
- Must be highly skilled in dealing with financial and numeric data.
- Must be highly skilled in use of Excel Spreadsheets.
- Must be skilled in use of MS Word and must be a very good writer in order to handle the occasional administrative needs of the department.
- Must be highly skilled in developing financial statements/reports to assist the CFO as needed.
- Must be flexible to work on special projects requested by the CFO as needed.
- Must have very good verbal communication skills.
- Must have excellent work habits, including a willingness to work the hours necessary to get the job done, especially when important deadlines cause greater than normal departmental pressures.
- Have a good understanding of rental lease agreement
- At least 6 months real estate experience or knowledge of commercial real estate practices.
- Some experience in real estate

WORKING CONDITIONS

Working conditions for this role include a primary location located in an office environment, within an academic setting. The work environment may include business offices, lecture halls, research laboratories, clinical settings, and conference rooms

- Interpersonal Relationships
 - Medium level of social contact. This position may work with customers, other accountants and auditors, and office staff.
- Communicate via e-mail, telephone, and face-to-face discussions are required.

PHYSICAL DEMANDS

This position may involve prolonged periods of standing or sitting during. Some tasks may require fine motor skills and hand-eye coordination. Persons employed in this position must be able to hear and speak to exchange information in person or on the telephone. Employees must possess dexterity of hands and fingers to operate a computer keyboard and prepare documents and reports, as well as possess visual acuity to read, write, and view a computer monitor.

HOW TO APPLY

Applications will be reviewed upon receipt. For full consideration, candidates should provide resume with at least three references. All candidates are asked to provide a cover letter, articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission statements.

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 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