



CALIFORNIA  
NORTHSTATE  
UNIVERSITY

## **Accounting Specialist – Staff - California Northstate University Elk Grove, California, USA**

**POSITION TITLE:** Accounting Specialist  
**REPORTS TO:** CFO  
**WORK SCHEDULE:** 1.0 FTE, full time, Non-exempt  
**RATE:** \$35.00 per hour

The Accounting Specialist supports the CFO and other Staff Accountants in carrying out 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. Additionally, this role will relieve the CFO of certain responsibilities that will allow her to spend a greater portion of her time on Financial Statement preparation and analysis, Budget and Variance issues, Forecasting, policies, and procedures etc.

This position is responsible for performing a range of accounting and clerical tasks that requires solid accounting experience combined with strong analytical skill. The candidate will fit well in an environment that rewards bright, self-starting, energetic, focused individuals with ever increasing responsibility and challenges. The candidate will need to process strong problem-solving skills, work ethic, organizational skills, and attention to detail, decision making skills and ability to work with others. This position will support various aspects of the financial cycle including, but not limited to, assisting in various audits, and monitoring various metrics of the business to aide in daily operational decisions. This position also requires general accounting responsibilities, including journal entries, intercompany transactions, account reconciliations and accruals.

### **ESSENTIAL FUNCTIONS:**

- Prepares consolidated internal and external financial statements by gathering and analyzing information from the general ledger system and from other colleges.
- 
- Analyzes information and options by developing spreadsheet reports; verifying information.
- Develops and implements accounting procedures by analyzing current procedures; recommending changes.
- Answers accounting and financial questions by researching and interpreting data.
- Oversee regulatory reporting, including property tax filing
- Provide leadership and support to accounts receivable and accounts payable staffs
- Prepare and process payroll for the university

- Provide customer service to all entities (faculty/staff/students) as needed.
- Provides accounting support for mergers and acquisitions by reviewing financial information; converting data to general ledger system; obtaining supplementary information for preparing financial statements.
- Protects organization's value by keeping information confidential.
- Provide CFO and management with information vital to the decision-making process.
- Evaluate accounting and internal control systems and processes.
- Evaluate the effectiveness.
- Accomplishes accounting and organization mission by completing related results as needed.
- Maintain the Fixed Asset and associated depreciation schedules in Great Plains Software System and in QuickBooks; provide monthly detail to the other Staff Accountant for General Journal entries; insure proper recording of new purchases and disposals.
- Prepare mailings and priority shipments for the Finance/Accounting Department.
- Prepare correspondence as needed within the department.
- Assist the CFO with financial reports development for the University and the colleges.
- Assist with 1098's and 1099's year-end processes
- Perform data entry, data collection, routine communications with college representatives and employees
- Collate Student and faculty research activities, publications, grants, and other research activities relevant to demonstrate student & faculty research of the accreditation standards.
- Maintain confidentiality of the University's records
- Tracking certain receivables, including deposits, and billings. Generating receivable aging reports for internal use.
- Working with the Controller to review accounts, student payments, payment history, and develop new or better payment terms.
- Assist in the month-end, quarter-end, and year-end closing processes.
- Assisting Staff Accountant to perform monthly reconciliations as required for the position.
- Assist with tax documentation.
- Assisting with the preparation and coordination of external audits.
- Perform other accounting, financial, or administrative tasks as may be required from time to time – quite often on short notice - by the CFO.
- Other duties as assigned.

#### **MINIMUM SKILLS AND QUALIFICATIONS:**

- Bachelor's degrees in accounting/business
- Strong data entry skills
- Excellent verbal & written communication skills
- Must be able to work independently with minimal supervision.
- Must be able to research, problem solve and identify solutions.
- Strong organizational skills to perform and prioritize multiple tasks easily with excellent attention to detail.
- 5 years plus of accounting/controller experience preferred.
- Proficient in Excel or various accounting software's
- Intermediate Excel skills
- 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.

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](mailto:hr@cnsu.edu) . Review of applicants will begin immediately and will continue until position is filled.

California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.