

## Senior Staff Accountant

<b>Job Title</b>	Senior Staff Accountant
<b>Supervisor</b>	Controller
<b>Employment Type</b>	1.0 FTE, full time, exempt - renewable non-tenure position
<b>Salary Range</b>	\$100,000 - \$115,000
<b>Location</b>	Elk Grove, CA – in person
<b>Labor Allocation</b>	CNU – Business Office

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### **Position Summary**

Supporting the Finance and Accounting department within CNU, the Senior Staff Accountant is primarily responsible for assisting in various audits, maintaining and updating the general ledger, monitoring various metrics of the business to aide in daily operational decisions, reviewing intercompany transactions, as well as overseeing account reconciliations and accruals.

This position requires knowledge and application of Generally Accepted Accounting principles (GAAP) and strong analytical skills. In addition, the Senior Staff Accountant is responsible for providing relief support to the CFO of certain responsibilities when needed.

### **Essential Functions**

- Complete monthly bank and account reconciliations.
- 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, and verifying information.
- Prepares general ledger entries by maintaining records and files.
- Prepares payments by accruing expenses and assigning account numbers.
- Prepare and reconcile monthly grant reports for all principal investigators (PI).
- Develops and implement accounting procedures by analyzing current procedures; recommending changes.
- 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.

- Maintain the Fixed Asset and associated depreciation schedules in Great Plains Software System and in QuickBook; 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 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.
- Work closely with all the Principal Investigators and the Director of Research and Sponsored Programs on tracking and reconciling of all grants.
- 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.
- Assist the CFO and controller with financial reports development for the University and the colleges.
- Assist the CFO with the annual financial audit as assigned.
- Assist in the preparation of the tax filing for 1099 & 571L & environmental tax & other requirements as needed.
- Assist the CFO with financial reports for the real estate entity.
- Assist the CFO with the hospital project as needed.
- Assist the CFO and the Controller with monthly hospital expense tracking.
- Assist with tracking and maintaining company insurance policies (except Employee Benefits, which are maintained by the HR Department).
- Assist the CFO with the annual NIH audit.
- 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 may be required from time to time – quite often on short notice - by the CFO.
- Assist in the month-end, quarter-end, and year-end closing processes.
- Assist with preparing, reviewing, and analyze monthly financial statements.
- Manage the accumulation and consolidation of all financial data necessary for an accurate accounting of consolidated business results.
- Assist with planning, directing, and coordinating all accounting operational functions.
- Oversee regulatory reporting, including property tax filing.
- Assist with processing payroll for the university as needed.
- Provide customer service to all entities (faculty/staff/students) as needed.
- Assist with evaluating internal control systems and processes for the department.
- Assist with 1098's and 1099's year-end processes.
- Ensure regular and predictable attendance.
- Other duties as assigned.

## **Minimum Qualifications**

<b>Education</b>	Required:	Bachelor's degree in accounting or business administration.
<b>Experience</b>	Required:	Two years of relevant experience working in accounting.
	Preferred	Experience working in executive offices responsible for matters of accreditation and compliance. Experience working in an office or directly supporting executive and senior leadership.

## **Knowledge, Skills, Abilities**

- Ability to manage complex organizational tasks.
- Excellent business writing skills and attention to detail.
- Proficiency with Microsoft Office Suite.
- Exceptional interpersonal communication skills to successfully collaborate with a variety of constituents at all levels of the organization.
- The ability to speak and write clearly and concisely in English.
- Knowledge of accounting procedures, including accreditation and compliance.
- Proficient in GAAP and its application.
- Ability to work independently and with little supervision.
- Ability to work in a team environment, managing multiple projects, deadlines, and engaging with various stakeholders.
- Navigate interdepartmental issues utilizing diplomacy and tact.
- Ability to analyze documents which involve policy, procedure, and reports.
- Ability to understand the operational needs of others to develop practical and accomplishable workflows.
- Knowledgeable on project management paradigms and project life cycles: planning and development, resource allocation, risk management, time management, quality management, monitoring and reporting, documentation, and record keeping.
- Ability to maintain confidentiality for sensitive information.
- Able to coalesce, analyze, and assimilate data into meaningful findings for subject matter experts with Microsoft Excel.
- Commitment to fostering a positive and inclusive work culture.

## **Supervisory Responsibilities**

None

## **Contacts**

Students, alumni, general public, faculty, staff.

### **Physical Demands**

This position performs work at a computer, potentially for extended periods of time. This role requires the ability to move/manipulate supplies and equipment of various weights (up to 25lbs). This position may involve prolonged periods of standing, and 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 as well as to prepare documents and reports, and possess visual acuity to read, write, and view a computer monitor.

### **Working Environment**

Office/school/university environment. Work occasional flexible schedule including evenings, weekends, and work overtime as the need arises.

### **Equal Opportunity Employer Statement**

California Northstate University is an equal opportunity employer to all, regardless of age, ancestry, association with a member of a protected class, bereavement leave, cannabis use, color, disability (physical, intellectual/developmental, or mental health/psychiatric.), Family Care and Medical Leave (CFRA) related to serious health condition of employee or family member, child bonding, or military exigencies, gender identity or expression, genetic information or characteristic, marital status, medical condition (cancer or genetic characteristic), military and veteran status, national origin (includes language restrictions), participation in an EEO protected activity, pregnancy, childbirth, breastfeeding, or related medical conditions, Pregnancy Disability Leave (PDL), race (includes hairstyle and hair texture), religious creed (includes dress and grooming practices), reproductive health decision making, reproductive loss leave, sex/gender, and sexual orientation.