



CALIFORNIA  
NORTHSTATE  
UNIVERSITY

## **University Senior Staff Accountant - Staff - California Northstate University Elk Grove, California, USA**

**POSITION TITLE:** Senior Staff Accountant  
**REPORTS TO:** Controller  
**WORK SCHEDULE:** 1.0 FTE, full time, exempt  
**SALARY:** \$100,000 - \$115,000 annually, commensurate upon experience  
**CLOSING DATE:** Open until filled

**SUMMARY:** The University Senior Staff Account supports the CFO, the Controller, other Staff Accountants, and the Hospital Staff Accountant in fulfilling the responsibilities of the Finance / Accounting Department. The candidate 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.

The position 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:**

- Perform monthly bank reconciliation.
- Perform monthly reconciliations.
- Answers accounting and financial questions by researching and interpreting data.
- Perform monthly bank reconciliation.
- 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.
- Prepares general ledger entries by maintaining records and files; reconciling 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.
- Develops and implements accounting procedures by analyzing current procedures; recommending changes.
- Answers accounting and financial questions by researching and interpreting data.
- 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.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- 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 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.
- Provides accounting support for mergers and acquisitions by reviewing financial information; converting data to general ledger system; obtaining supplementary information for preparing financial statements.
- Collate Student and faculty research activities, publications, grants, and other research activities relevant to demonstrate student & faculty research of the accreditation standards.
- Assist the CFO with the annual financial audit as assigned
- Assist to prepare 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.
- 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.
- Assist with 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.

- 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.
- 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
- 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.
- 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.
- 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 the CFO with financial reports development for the University and the colleges.
- Assist with tax documentation.
- Assist with preparation and coordination of external audits as requested.
- Assist with 1098's and 1099's year-end processes.
- Prepare tax filing for 571L & environmental tax & other requirements as needed.
- Perform data entry, data collection, routine communications with college representatives and employees.
- Assist the CFO, the Controller and other Staff Accountants with month-end and year-end tasks as needed.
- Perform other duties as assigned.

## **MINIMUM SKILLS AND QUALIFICATIONS:**

- Strong data entry skills
- Excellent verbal & written communication skills
- Must be able to work independently with minimal supervisor
- 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
- A minimum of 4 years of accounting experience with supervisory 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
- Bachelor's degrees in accounting/business

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.