

# HUMBOLDT STATE UNIVERSITY



## Accounting Technician II (Multiple Positions)

Accounting and Accounts Payable  
Job # 21-93

Open Until Filled

Next Review: Saturday, January 15, 2022

**(Job #21-93) Accounting Technician II, \$3,210 - \$5,449.** Appointments are typically made at the beginning of the salary range. This is a full-time, benefited, non-exempt, 12-month pay plan, permanent position with a one-year probationary period in Accounting and Accounts Payable. This position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at <https://hraps.humboldt.edu/employee-benefits>.

Humboldt State University is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. HSU is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Humboldt State University can be found at [www.humboldt.edu](http://www.humboldt.edu).

### Position Summary:

This search seeks multiple qualified individuals for the Accounting and Accounts Payable departments. Incumbents work independently and exercise initiative and judgment in making decisions consistent with standard practice and established guidelines. The positions require excellent attention to detail and a thorough understanding of financial record-keeping methods and practices. Duties applied include reviewing documents for accuracy, completeness, validity, and adherence to standards; making mathematical calculations, assigning transaction codes and preparing documents for processing; preparing billings and past due notices; posting data to ledgers; compiling, verifying, reconciling, analyzing, and summarizing information; entering data, reviewing computer generated reports and making necessary corrections; maintaining records; understanding and interpreting CSU and university policies and regulations for faculty, staff and the general public; reviewing web pages and making recommendations for updates; writing or updating departmental procedures; possible clerical duties such as mail sorting, greeting customers, answering phones, providing assistance, filing, and using office equipment; using current computer word processing and spreadsheet software programs, web

browsers, query tools, integrated financial systems and/or other types of records management systems; communicating established policies and procedures to faculty, staff and the general public.

**Duties:**

**Accounting Department**

General Accounting and Accounts Receivable Functions

- Review data for accuracy, completeness, validity, and adherence to standards, and make correcting entries
- Prepare billings and other activities associated with the accounts receivable function
- Post information to journals, registers, and ledgers
- Analyze and record transactions for write-off
- Assemble and compile data used in the generation of financial reports and/or analysis
- Balance and reconcile assigned accounts
- Create and maintain spreadsheets, including entering, revising, sorting, calculating and creating tables; make mathematical calculations
- Compile various documents and review for accuracy
- Modify, run and export queries and reports
- Maintain files and records
- Compute and post numbers rapidly and accurately
- Assist with the modification and documentation of established procedures based on precedent and university policies
- Audit, understand and interpret CSU and university policies and regulations for faculty, staff and the general public
- Communicate established policies and procedures to faculty, staff and the general public
- Provide support for internal/external audits

**Accounts Payable Department**

General Accounts Payable Functions

- Prioritize payments/vouchers made to students
- Add or Approve new Suppliers in PeopleSoft
- Review documents for accuracy, completeness, validity, and adherence to standards
- Audit, understand and interpret CSU and university policies and regulations for faculty, staff and the general public
- Communicate established policies and procedures to faculty, staff and the general public
- Ensure payments are processed accurately and to terms
- Review web pages and make recommendations for updates
- Clerical duties such as mail sorting, greeting customers, answering phones, providing assistance, filing, and using office equipment
- Use current computer word processing and spreadsheet software programs, web browsers, query tools, integrated financial systems
- and/or other types of records management systems
- Assist with 1099 processing
- Prepare/review process guides to ensure current processes are documented
- Process travel through Concur
- Assist with software upgrades and implementation related to Accounts Payable or Accounts Payable processes

**Minimum Qualifications:**

Equivalent to three years of progressively responsible financial record-keeping experience OR any equivalent combination of education and experience which has provided the applicant with the knowledge, skills, and abilities listed below.

**Required Knowledge, Skills, and Abilities:**

Thorough knowledge of financial record-keeping, mathematical and general office methods, procedures, and practices. Ability to review financial documents for accuracy, completeness, validity, and adherence to standards; compute and post numbers rapidly and accurately; maintain files and records; identify, trace, and correct errors; follow directions; interpret and apply written rules and regulations; establish and maintain effective working relationships with others; exercise tact, courtesy, alertness, and good judgment in responding to others; use current computer word processing and spreadsheet software programs, web browsers, query tools, integrated financial systems and/or other types of records management systems; and read and write English at a level appropriate to the position.

Must be able to apply accounting procedures and practices to the analysis of basic accounting problems; analyze and interpret accounting data; apply problem solving techniques in finding solutions to basic accounting problems; understand and apply applicable rules, regulations, policies, and procedures; use current computer word processing and spreadsheet software programs, web browsers, query tools, integrated financial systems and/or other types of records management systems; work independently; and make sound decisions and recommendations regarding accounting activities. Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere while establishing effective working relationships within a diverse population and with people from various cultural and socioeconomic backgrounds; operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties.

**Preferred Qualifications:** Experience with PeopleSoft in a CSU environment.

**Application Procedure:** To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (HSU Employment History Form: <https://forms.humboldt.edu/employment-history-form>; NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is completed in an online browser, content WILL NOT be saved).

**CLICK HERE TO APPLY NOW:** <http://apply.interfolio.com/98676>

**Application Deadline:** These positions will remain Open Until Filled. Next review will be on Saturday, January 15, 2022.

Any inquiries about this recruitment can be directed to [careers@humboldt.edu](mailto:careers@humboldt.edu) or HSU's Human Resources Office at (707) 826-3626.

Humboldt State University sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi'ni (over in the woods). HSU was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier public institutions in the Western United States; it is a rural and residential campus of approximately 7,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate, and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of approximately 135,000. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.

CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. The systemwide policy can be found at <https://calstate.policystat.com/policy/9779821/latest/> and questions may be sent to [hr@campus.edu](mailto:hr@campus.edu).

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. Humboldt State University is not a sponsoring agency for staff or management positions (i.e. H-1B Visas).

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at [www.humboldt.edu](http://www.humboldt.edu).

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

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See more photos at [Humboldt State University's Flickr page](#).