

HUMBOLDT STATE UNIVERSITY



Accountant I / Accountant II / Accountant III

Accounting
Job #21-97

Open Until Filled

First Review Date: Sunday, November 28, 2021

(Job #21-97) Accountant I - \$3,755 - \$7,073 (Non-Exempt), Accountant II - \$4,161 - \$8,030 (Exempt), Accountant III - \$4,899 - \$9,545 (Exempt). Appointments are typically made at the beginning of the salary range. These are full-time, benefited, 12-month pay plan, permanent positions with a one-year probationary period in Accounting. 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.

Position Summary: Now is an exciting time to join the HSU accounting team as we anticipate our transition to Cal Poly Humboldt! The Accountant positions are integral members of the Accounting team, which is responsible for all campus and auxiliary organization accounting functions including bank reconciliations, account reconciliations, remittance to the State Controller's Office, expenditure transfers, cash management, agency trust fund accounts, interagency agreements, accounting for instructionally related activities and reimbursed activities. The Accounting team also coordinates and provides financial information for internal and external financial audits; provides accurate and timely financial statements and reports to customer and stakeholders; and provides financial analysis to ensure integrity of financial records and quality of data.

Accountant I: Under the direction of the Controller, the Accountant I independently performs accounting assignments designed to expand practical experience and develop professional judgment in the application of accounting principles. The Accountant I performs a full range of financial duties, including examining financial documents for completeness, accuracy and conformance with established policies and procedures and general accounting standards, and maintaining data integrity within campus account records. Duties include:

- Reconciling reports and financial data with financial statements on file
- Correcting and reconciling account balances to external data
- Preparing journal entries
- Resolving problems associated with incorrect entries, deviations from established procedures, and other inconsistencies with accounting principles
- Preparing routine financial reports and statements
- Providing input to the documentation and maintenance of business processes, standards and procedures
- May be assigned responsibility for providing training, guidance, and assistance to other employees
- May provide work direction to other professional and/or technical staff

Accountant II: Under the general supervision of the Controller, the Accountant II independently performs complex professional level accounting tasks that are informed by a thorough knowledge of Generally Accepted Accounting Principles (GAAP). The Accountant II is responsible for ensuring that assigned accounting activities are carried out in accordance with established policies, procedures and generally accepted accounting standards, and maintaining data integrity within campus account records. The Accountant II is integral in continuous evaluation of existing operational practices and adaptation that may be necessary to maintain compliance with ever changing general and governmental accounting standards. Duties include:

- Developing financial statements and reports
- Preparing complex journal entries
- Reconciling reports and financial data
- Performing complex reconciliations and analysis related to the year-end preparation of GAAP financial reporting
- Performing duties related to external/internal audits
- Identifying actual or potential problems and recommending corrective or preventive action
- Resolving problems associated with incorrect entries, deviations from established procedures and other inconsistencies with generally accepted accounting principles
- Predicting effects of changes in operations
- Interpreting new and existing federal and state regulations
- Ensuring compliance with federal, state and university rules and regulations pertaining to accounting procedures and controls
- Responsible for providing training, guidance, and assistance to other employees
- May provide lead work direction to other professional and/or technical staff

Accountant III: Under general supervision of the Controller, the Accountant III (Senior Accountant & Financial Analyst) leads and assists with the month-end and year-end close processes, year-end GAAP analyses and preparation of financial Statements, and general internal and external reporting for the University and the University's four auxiliary organizations, the Associated Students, The Foundation, and the Sponsored Programs Foundation and the University Center. Ensure that assigned accounting activities are carried out in accordance with established policies, procedures and generally accepted accounting procedures; lead and work collaboratively with colleagues to provide innovative solutions to policies and processes; and assist in system-wide implementations/modifications of the enterprise system and support software. Duties Include:

- Prepare complex financial statements and reports
- Assure that assigned accounting reporting systems and procedures are in compliance with established administrative policies and procedures and acceptable accounting standard

- Interpret financial reports and statements and identify problem areas
- Analyze account balances and reconcile balances to external data
- Analyze accounting control procedures and recommend changes or modifications
- Recommend and implement changes to the documentation and maintenance of business processes, standards and procedures
- Provide technical advice and consultation to campus administrators
- Represent the university to external organizations on specific issues
- Provide lead work direction to other professional and/or technical staff
- Research authoritative literature, formulate conclusions and recommend solutions to implement interpret new and existing federal and state regulations
- Provide training, guidance and assistance to other staff
- Work independently within a team, be solution oriented and responsible for meeting various internal and external deadlines.

Minimum Qualifications:

Accountant I Education & Experience: Equivalent to a bachelor’s degree with a major in accounting, business administration, finance or a closely related field OR a combination of education and experience which provides the required knowledge and abilities. Preferred Qualifications: Governmental accounting and auditing experience.

Accountant II Education & Experience: Equivalent to two years of progressively responsible professional accounting experience. Equivalent to a bachelor’s degree with a major in accounting, business administration, finance or a closely related field OR a combination of education and experience which provides the required knowledge and abilities. Preferred qualifications: governmental accounting and auditing experience. A licensed CPA or Enrolled Agent.

Accountant III Education & Experience: Five years of professional level accounting experience. Education equivalent to a bachelor’s degree with a major in accounting, business administration, or a closely related field. Preferred qualifications: eight years of professional level accounting experience, governmental accounting and auditing experience, a licensed CPA or Enrolled Agent.

Knowledge, Skills, & Abilities:

Accountant I:

- General knowledge of Generally Accepted Accounting Principles (GAAP); office methods and procedures; statistical and mathematical presentation of data; advanced proficiency with current word processing and spreadsheet software programs, web browsers, query tools, integrated financial systems and/or other types of records management systems
- Ability to interpret and follow instructions and policy guidelines
- Ability to analyze financial and statistical data, utilize critical thinking and problem-solving techniques, and draw conclusions
- Establish and maintain effective working relationships with others
- Communicate effectively with others inside and outside the unit, including conveying technical information to non- Accountants
- Work collaboratively with others to build alignment and successfully accomplish assigned projects and initiatives that lead to organizational improvement, greater efficiency, and improved customer service to the campus

- An understanding of the dynamics of diversity in higher education and a demonstrated ability to incorporate this understanding, as appropriate, in all levels of your work
- Ability to follow all university policies, procedures, and guidelines including but not limited to safety, civility, information security, and non-discrimination policies and procedures.

Accountant II (in addition to Accountant I Knowledge, Skills, and Abilities):

- Thorough knowledge of Generally Accepted Accounting Principles (GAAP); office methods and procedures; statistical and mathematical presentation of data; advanced proficiency with current word processing and spreadsheet software programs, web browsers, query tools, integrated financial systems and/or other types of records management systems
- Ability to apply accounting principles to the analysis of complex accounting problems and utilize critical thinking and problem-solving techniques in finding solutions
- Ability to analyze and interpret accounting data, make recommendations and decisions regarding accounting activities
- Knowledge of general ledger responsibilities and financial statement preparation
- Ability to prepare clear, accurate financial statements and reports
- General knowledge of governmental accounting and internal control methods and related laws, rules, and regulations
- Working knowledge of federal student financial aid annual reporting requirements, and quarterly grant reporting requirements
- Lead and work collaboratively with others to build alignment and successfully accomplish assigned projects and initiatives that lead to organizational improvement, greater efficiency, and improved customer service to the campus
- An understanding of the dynamics of diversity in higher education and a demonstrated ability to incorporate this understanding, as appropriate, in all levels of your work

Accountant III (in addition to Accountant I and Accountant II Knowledge, Skills, and Abilities):

- Extensive knowledge of Generally Accepted Accounting Principles (GAAP) and governmental accounting; office methods and procedures; statistical and mathematical presentation of data; advanced proficiency with current word processing and spreadsheet software programs, web browsers, query tools, integrated financial systems and/or other types of records management systems
- General knowledge of governmental accounting and internal control methods and related laws, rules, and regulations
- Ability to research authoritative literature, formulate conclusions and recommend implementations required
- In depth knowledge of general ledger responsibilities and financial statement preparation
- Ability to take initiative and independently plan, organizes, coordinate, and perform work in various situations where numerous and diverse demands are involved, while maintaining a customer-centered focus
- Demonstrated ability to lead teams in meeting deadlines
- Possess excellent oral and written communication skills, including the ability to effectively present complex analysis in a clear, concise and professional manner
- An understanding of the dynamics of diversity in higher education and a demonstrated ability to incorporate this understanding, as appropriate, in all levels of your work

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/98367>

Application Deadline: Open until filled. First review date is Sunday, November 28, 2021.

Any inquiries about this recruitment can be directed to 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.

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.

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.

Class Code: 1762, 4555, 4556

Publication Date: November 3, 2021

Revised: November 12, 2021



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