Job Title: Accounting Manager (AS)
Job ID: 6905
Location:
Full/Part Time: Full-Time
Job Code: 0051 Non-Employee Tracking Code
Department: Associated Students

CSUN’s Commitment to You
CSUN is strongly committed to achieving excellence through teaching, scholarship, active learning and diversity. Our values include a respect for all people, building alliances with the community and the encouragement of innovation, experimentation and creativity. CSUN actively encourages qualified candidates to apply who demonstrate a commitment to serving a diverse student population as well as a commitment to maintaining a respectful and inclusive work environment.

About the University
One of the largest universities in the country, California State University, Northridge (CSUN) is an urban, comprehensive university that delivers award-winning undergraduate and graduate programs to nearly 40,000 students annually and counts more than 330,000 alumni who elevate Southern California and beyond. Since its founding in 1958, CSUN has made a significant and long-term economic impact on California, generating nearly $1.9 billion in economic impact and more than 11,700 jobs each year. The LAEDC recognized CSUN as its 2015 Eddy Award winner for its positive economic impact. Serving more students on Pell Grants than any other institution in California, CSUN is also a social elevator and one of the most diverse universities in the country. CSUN ranks 13th in awarding bachelor's degrees to underrepresented minority students and seventh in bachelor's degrees to Latino students, serves the 13th largest Jewish student population, and enrolls the largest number of deaf and hard-of-hearing students of any U.S. state university. The journal Nature recently named CSUN a Rising Star for scientific research, and the NSF ranks CSUN in the top five nationally among similar institutions for graduates who go on to earn doctorates in the sciences. CSUN is where individuals rise. And through them, so does Greater Los Angeles and beyond.

About the Department
Associated Students (A.S.) is a non-profit auxiliary corporation serving the students of California State University, Northridge (CSUN). Its mission is to serve as the primary advocate for students at California State University, Northridge and to provide excellent and meaningful programs and services designed to create and enhance a spirited, learning-focused campus environment. A.S. membership is composed of all regularly enrolled students, and its primary source of funding is from mandatory student body fees. It is the only recognized governing organization representing all CSUN students. A.S. provides financial support for a wide variety of activities, including in-house programs such as the Children's Center and Ticket Office, and it provides publicity support to A.S. programs, clubs and organizations. Recreational activities are provided through the Sport Clubs and Outdoor Adventures. A.S. coordinates the campus Recycling Program and offers lectures, concerts and other educational and entertainment programs through A.S. Productions. All general corporate business of A.S. is conducted in the A.S. Central Office Administration and through the A.S. Accounting Office offices located in the southwest wing of the University Student Union. A.S. also manages its own human resources, marketing and technology support functions.

Major Duties
Under general supervision, the Accounting Manager is responsible for oversight of the day-to-day management, organization and coordination of A.S. accounting operations. The incumbent monitors and develops improvements for the financial performance of A.S. including: accounting practices, budget development, review and development of revenue/expense reports; establishes financial controls and the attainment of financial objectives; supervises, trains, develops and evaluates staff; reviews financial operations, accounting, payroll, purchasing, accounts payable and receivable, and cash management; performs financial analyses and prepares bank reconciliations; reviews and approves various processes (including accounts payable control group verification, and pay cycle approval); ensures records systems are maintained in accordance with generally accepted accounting principles (GAAP), with special emphasis on accuracy and productivity; prepares journal entries to
ensure accurate reporting and records; oversees A.S. compliance with CSU, local, state and federal budgetary and reporting regulations and requirements (such as: 1099 tax preparation and filings, and sales and use tax reporting); prepares financial statements, month-end and year-end reports and analyses; contributes to the financial integrity and growth of A.S.; serves as the A.S liaison in numerous financial areas, including banking, transit, audit, information reporting; and interfaces with campus units and other auxiliaries. Performs other duties as assigned.

Qualifications
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. Equivalent to five years of professional level accounting experience. Experience with PeopleSoft financials desirable. Prior experience with supervision of staff preferred.

Knowledge, Skills, & Abilities
Extensive 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. 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. Knowledge of electronic banking and other electronic services. Ability to: apply accounting principles to the analysis of complex accounting problems; analyze and interpret accounting data; prepare clear, accurate financial statements and reports; utilize problem-solving techniques in finding solutions to complex accounting problems; interpret laws; understand and apply applicable rules, regulations, policies, and principles; make decisions and recommendations regarding accounting activities; communicate effectively with others inside and outside the unit; ability to prepare complex financial statements and reports; communicate effectively with others inside and outside the unit, including conveying complex and technical professional accounting information to non-accountants.

Pay, Benefits, & Work Schedule
This position is employed through Associated Students. A.S. offers an excellent benefits package.

The salary range for this classification is: $67,632 - $101,491 annually. 
The anticipated hiring range: $67,632 - $81,158, dependent upon qualifications and experience.

Hours: Full Time 40hrs/wk; 8:00am - 5:00pm, Monday through Friday; may include some evenings and/or weekends.

General Information
A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the A.S. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current A.S. employees who apply for the position.

How To Apply
Candidates should apply by completing the CSUN on-line application utilizing http://bit.ly/HR_CSUN link. NOTE: Internal candidates should apply through the portal by accessing the View Job Openings/Apply link on the Human Resources/Employee pagelet.

Applications received prior to June 19, 2017 will be considered in the initial screening and will continue until position is filled.

In order to be considered in the initial review, applications must be submitted prior to the date listed above. Application submissions received after the application screening date will be reviewed at the discretion of the University.

For more detailed information on the application and hiring process, please visit the link below: http://www.csun.edu/careers/

Equal Employment Opportunity
California State University, Northridge is an Affirmative Action/Equal Opportunity Employer. We consider applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting Recruitment Services.