

# **California State University, Fresno Association, Inc.**

## **ASSISTANT CONTROLLER – ACCOUNTING**

### **JOB ANNOUNCEMENT #19-999**

<b>POSITION SUMMARY:</b>	<p><b>Assistant Controller</b> - Full-time, benefited position for the California State University, Fresno Association, Inc. Under the direction of the Controller, this position carries out duties related to accounting and financial management functions within university auxiliary organizations, that are 501(c)(3) non-profit public benefit organizations and include California State University, Fresno Association, Inc., The Agricultural Foundation of California State University, Fresno; Associated Students California State University, Fresno; and the Fresno State Programs for Children, Inc.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the supervision of the Controller, this position will perform the following duties and responsibilities. Other duties may be assigned.</p> <ul style="list-style-type: none"> <li>• Assists in managing and reconciling all aspects of the general ledger(s).</li> <li>• Assists the Controller with debt service management to include preparation of debt service payments, schedules, and/or analysis.</li> <li>• Reviews monthly bank account reconciliations and payment card reconciliations prepared by accounting staff for five corporations within 45 days of month end.</li> <li>• Review of all accounting documents prior to posting to the general ledger to include payment authorizations, cash receipts, fixed assets, invoices, and journal entries. Ensure reconciliation of accounts receivable and accounts payable modules with the general ledger.</li> <li>• Reviews and/or prepares recurring monthly entries to the general ledger.</li> <li>• Reviews and/or prepares monthly financial statements for four auxiliary corporations.</li> <li>• Works closely with the Controller to prepare various financial analyses/reports required for various meetings/presentations.</li> <li>• Supports month-end and year-end close process.</li> <li>• Supports month-end and year-end physical inventory counts.</li> <li>• Works with Controller to provide detailed financial information for incorporation into annual budgets for the Association, Ag Foundation, Associated Students, Inc. and Programs for Children as required.</li> <li>• Ensures compliance with all internal controls.</li> <li>• Assists the Controller with the general financial management of all programs, functions, and services and the long range fiscal planning and control.</li> <li>• Works with Controller to in financial planning and review to meet short-range and long-range corporate needs such as changes in enterprise units, facilities acquisition and development, equipment, personnel, and programs that may have a major financial impact on the corporations; develops financial plans and proformas when necessary.</li> <li>• Ensures reporting compliance with government agencies.</li> <li>• Reviews federal and state grant reporting to California Department of Education (CDE) relating to operating grants for Fresno State Programs for Children, Inc.</li> <li>• Participates in formulating and implementing financial and administrative policies. Serves as a resource regarding financial issues concerning the administration and operation of auxiliary services and facilities; researches issues for resolution of problems; and develops recommendations regarding operations, taxes, policies, services, and operating guidelines.</li> <li>• Works with Controller and external auditors to develop and prepare annual financial statements. Reviews and summarizes the annual audited financial reports prior to submission to each corporation's Audit Committee/Board of Directors. Responsible for preparation of audit work papers for four auxiliary corporations including preparation of Supplemental Financial Information.</li> <li>• Preparation/review of federal (Form 990/990T) and state (CA109 and CA199) tax returns for all corporations.</li> <li>• Review of all sales tax returns for all corporations on a quarterly and annual basis.</li> <li>• Review of all payroll tax returns for all corporations on a quarterly basis.</li> <li>• Review of 1099 reporting to the IRS annually.</li> <li>• In conjunction with Controller, manages cash flow to meet short and long-term financial requirements for all corporations. Examines and translates financial information related to specific business decisions; reports on operating results, cash flow, financial forecasts, restricted funds' activities, investments, and related issues.</li> </ul>

	<ul style="list-style-type: none"> <li>• In the absence of the Controller, reviews and releases warrants to vendors and manages daily cash flow for corporations.</li> <li>• Working with the Controller, serves as the Risk Manager for the auxiliary corporations to ensure adequate insurance coverage and payment thereof.</li> <li>• Participates in annual budget and financial presentations by auxiliary managers; supervises consolidation and publication of budget documents; researches issues and provides input for decision making process; plans and institutes procedures and reporting of financial information as required.</li> <li>• Participates in formulating and implementing financial and administrative policies.</li> <li>• Other duties as assigned.</li> </ul>
<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> <li>• Bachelor of Science degree in Business Administration (Accounting or Finance) from a four (4) year college or university.</li> <li>• Minimum of five (5) years related accounting/financial management experience.</li> <li>• Work experience with fiscal planning, development and reporting.</li> <li>• CPA license preferred.</li> <li>• Experience working with an integrated financial accounting system encompassing multiple accounting modules.</li> <li>• Experience working with financial reporting software; preferably Creative Solutions (Thomson Reuters).</li> <li>• Demonstrated knowledge of system re-engineering and project implementation as it relates to business and financial information systems and processes.</li> <li>• Knowledge and skill in generally accepted accounting principles and auditing standards.</li> <li>• Experience in nonprofit and governmental accounting.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Knowledge of the methods, practices, and principles of financial administration, finance, accounting, auditing, tax, cost accounting and record keeping; financial analysis and research; budget development, preparation, and administration; investment and cash management principles and practices; and data processing methods.</li> <li>• Knowledge computer systems and software applications related to fiscal management.</li> <li>• Ability to plan, organize, direct, manage, and supervise corporate accounting services and cashier functions.</li> <li>• Ability to prepare and monitor budgets; perform fiscal planning; direct the development of complex financial statements and reports; and use computer systems and software in the performance of fiscal planning and development, and scheduling responsibilities.</li> <li>• Proficient in the use of Microsoft Office software applications, specifically Excel.</li> </ul>
<b>SALARY/BENEFITS:</b>	<b>\$5,000.00 - \$5,833.33 per month, depending on experience.</b> Salary will be commensurate with education and experience. Benefits include health, dental, vision, retirement, life insurance, vacation, sick leave, and holiday pay.
<b>FILING DEADLINE:</b>	<b>Application review begins February 14, 2019; open until filled.</b>
<b>TO APPLY:</b>	<p>Please visit the Auxiliary Human Resources page on our website at <a href="http://www.auxiliary.com">www.auxiliary.com</a> for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno  Auxiliary Human Resources  2771 E. Shaw Ave. (there is no suite number)  Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application &amp; resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></p>

## **RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>

Employment for this position is by the California State University, Fresno Association, Inc. This is not a State of California position.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER**