



# UC HASTINGS

COLLEGE OF THE LAW

EST. 1878

The University of California Hastings College of the Law was founded in 1878 as the law department of the University of California and was the first law school in California. Over the years, it has built a legacy and reputation of being a preeminent institution comprised of renowned faculty committed to the study of legal theory and research, preparing students for careers in the judicial system, public service, and industry.

The College is redefining legal education through an experiential, interdisciplinary, and international approach to the law. By integrating rigorous academics with hands-on practice, the College is preparing its graduates to tackle modern legal challenges.

## Accountant Office of Fiscal Services

**Classification:** Level 2 / Class Code 1220 / Non-Exempt / Full-Time / Benefited / Represented

**Schedule:** 40 Hours/Week

**Hiring Salary Range:** \$22.98 – \$32.39 per hour (commensurate with qualifications)

**Posting Date:** November 17, 2017

### THE ROLE

The Accountant has an important and visible role within the Accounting and Reporting unit. Under the general direction of the Associate Director of Financial Accounting and Reporting, the Accountant is responsible for reviewing, analyzing and reconciling financial transactions in various asset and liability accounts, including the College's bank accounts. This position is also responsible for creating and processing monthly journal entries including bank fees, and interest income.

#### The ideal candidate for this position will:

- Have a strong working knowledge of generally accepted accounting principles and government standards (GASB).
- Have experience interpreting and implementing existing accounting and fiscal policies and procedures.
- Enjoy multi-tasking, working in a fast-paced environment with strong time management skills to meet deadlines and strong communication skills to ensure job priorities are appropriate.
- Enjoy working with others to understand their department and program needs and assist them in understanding how to process and interpret financial transactions.
- Have a strong understanding of internal control systems and frameworks.

### RESPONSIBILITIES

Typical duties and responsibilities of the Accountant consist of, but are not limited to include the following tasks:

- Reconcile the College's bank accounts. This includes in depth review and analysis of various financial transactions to ensure accuracy and appropriateness. Transactions include cash, desk (desktop) deposits from the cashier, garage and development department, e-commerce transactions, donations, tuition/fee payments, payroll, incoming and outgoing wire and ACH transactions for both foreign and domestic activity, ACH and check disbursements from Payroll operations, and activity related to the student financial aid deposits and disbursements.

- Perform General Ledger account reconciliations to various GL sub-ledgers, analyze data and prepare written summaries and make recommendations for corrections and adjustments. Ensure all reconciling items are substantiated.
- Accurately process journal entries for bank fees and supplies, and interest income, investment income allocation, purchasing re-charges.
- Serve as a back up to Sr. Accountant in auditing and recording of the daily Parking Garage revenue transactions. This includes witnessing cash deposits, auditing reported revenue against actual settlements, and preparing the daily sales report for the Cashier's office for the posting of daily revenue.
- As a member of the College's audit team assists in preparing schedules, reports and other documents as required by the auditors. Analyzes general ledger balances and assembles transaction documents for outside auditors.
- Participates on the Fiscal department's month-end and year-end closing team.
- Maintain and regularly update existing processes and procedures.
- Review internal processes, workflows and procedures for efficiency and effectiveness, making recommendations to ensure strong internal controls are in place.
- Formulates reports using computerized applications.
- Performs data analysis on large data sets using Excel's pivot table and look-up functions.
- Performs related duties as required.

## **REQUIREMENTS**

### **EDUCATION AND EXPERIENCE**

- Bachelor's degree, preferably in Accounting and a minimum of two (2) years of professional accounting experience with an emphasis on bank reconciliations, general ledger, and sub-ledger account analysis or an equivalent combination of education and experience.
- Must have strong operational knowledge and a working knowledge of an integrated internal control systems and frameworks (i.e., Sarbanes Oxley (SOX) Section 404, Management Assessment of Internal Controls and the COSO (Committee of Sponsoring Organizations of the Treadway Commission). Preference for internal audit certification (CIA).

### **KNOWLEDGE, SKILLS & ABILITIES.**

- Requires a working knowledge of generally accepted accounting principles and government standards (GASB), accounting principles and procedures, particularly, as applied to government accounting and internal controls.
- Must know how to reconcile bank accounts and present data in both in writing and verbally.
- Must be able to assess application to the College and translate standards into a document designed out outline and determine compliance.
- Must be customer service oriented.
- Requires the ability to multitask, follow established procedures; carry out written and oral instructions; analyze accounts and financial transactions, makes adjusting entries; communicate effectively both orally and in writing; interact in a cooperative and tactful manner with students, staff, faculty and others.
- Proficient in the advanced operation of Microsoft Office with emphasis on Microsoft Excel including pivot tables and look-up functions; experience using Ellucian's Colleague financial software and advanced retrieval system is desired.

## **BENEFITS**

### **Health and Welfare Benefits**

- Comprehensive medical, dental and vision insurance coverage
- Flexible Spending Accounts for transportation-related, healthcare and dependent care expenses
- Employee Assistance Program

### **For your Financial Future**

- Life Insurance
- Disability Insurance
- Legal Insurance
- University of California Retirement Plan (defined benefit)
- Deferred Compensation Plans/Pre-tax Retirement Savings Programs

#### **For your Work/Life Balance**

- Fourteen paid holidays per year
- Generous vacation and sick leave
- Commuter Benefits Program

## **THE HIRING PROCESS**

To apply, send your resume and cover letter to [Fiscal@uchastings.edu](mailto:Fiscal@uchastings.edu)

**Failure to provide the information as required including attaching a cover letter and a resume shall immediately disqualify an applicant from employment consideration.**

**Please Note: *\*\*This position has been designated as “sensitive” and requires a pre-employment background check.***

*Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact Human Resources if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.*

## **WHAT TO EXPECT**

Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. **The position is open until filled.**

*UC Hastings College of the Law is an equal opportunity employer. UC Hastings strives to provide a diverse and inclusive educational environment that fosters cultural awareness, mutual understanding and respect. UC Hastings College of the Law is interested in candidates who will contribute to diversity and equal opportunity in higher education through their teaching. Qualified women and members of underrepresented minority groups are strongly encouraged to apply.*