



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 the legal challenges—and leverage the opportunities—of the 21st century.

Senior Accountant Office of Fiscal Services

Classification: Level 3 / Class Code 2240 / Exempt / Full-Time / Benefited

Hiring Salary Range: (commensurate with qualifications)

Posting Date: November 15, 2016

THE ROLE

The Senior 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 Senior Accountant is responsible for reviewing, analyzing and reconciling financial transactions in the general ledger; maintaining the College's chart of accounts, preparing and analyzing the financial statements and related footnotes; auditing, reconciling and recording the parking garage's daily revenue and monthly parking contracts. This position is also responsible for creating and processing monthly journal entries including gift fees, investment income allocation, re-charges, general ledger maintenance, user access, account reconciliations, accounting and reporting for fixed assets, and coordinating the UC Hastings Foundation 990 tax return.

The ideal candidate for this position will:

- Have a strong working knowledge of generally accepted accounting principles and government standards (GASB).
- Have experience and knowledge of financial statement preparation and analysis; have the ability to translate financial performance to various constituencies including faculty, employees and College leadership.
- Have experience accounting for fixed assets and have a solid understanding of determining asset type, useful life, accounting for accumulated depreciation, recording salvage value, asset acquisition and disposal.
- 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.

RESPONSIBILITIES

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

- Review and analyze financial transactions to ensure accuracy and appropriateness;

- Perform general ledger account reconciliations to various GL sub-ledgers, analyze data and results and make recommendations for corrections and adjustments;
- Balance various general ledger account components;
- Maintain the chart of accounts including new account creation, signature authorization assignments, and GL account security access;
- Accurately process journal entries for bank fees, gift fees, investment income allocation, purchasing re-charges;
- Semi-annually record capital acquisitions, disposals and calculate and record depreciation, in accordance with College policies. Maintain and reconcile capital assets sub-ledgers to the general ledger;
- Audit and record daily Parking Garage revenue transactions. This includes witnessing cash deposits, auditing reported revenue against actual settlements, and posting daily revenue;
- Assist with financial statement and footnote preparation and analysis in accordance with Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB) and auditing standards as outlined by the American Institute of Public Accountants (AICPA) and perform detailed financial statement analysis on a high volume of accounts and transactions;
- 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;
- 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;
- Coordinate the annual production of the College Foundation's 990 tax return;
- Assists with other audits from the IRS, Franchise Tax Board, etc., as needed;
- Formulates reports using computerized applications;
- Performs data analysis on large data sets using Excel's pivot table and look-up functions;
- Updates of Fiscal Services web content as needed;
- Perform various ad hoc analysis projects as needed;
- Performs related duties as required.

REQUIREMENTS

EDUCATION AND EXPERIENCE

- Requires a Bachelor's Degree preferably in Accounting;
- Minimum of 3-5 years of experience in a similar environment with hands on experience maintaining the general ledger, financial statement preparation analysis, and presentation, variance analysis and working knowledge of accounting for fixed assets;
- Must have experience using a computerized financial system;
- CPA required, current license;
- Internal Audit Certification (CIA) preferred.

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 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 and prepare financial statements and reports; assist in the maintenance of databases; use independent judgment and sound decision making; 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.

BENEFITS

- Comprehensive medical, dental and vision insurance coverage
- Life Insurance
- University of California Retirement Plan (defined benefit)
- Disability Insurance
- Legal Insurance
- Generous vacation and sick leave
- Thirteen paid holidays per year
- Pre-tax Retirement Savings Programs
- Flexible Spending Accounts for transportation-related, healthcare and dependent care expenses

THE HIRING PROCESS

To apply, send your resume and cover letter to Fiscal@uchastings.edu

Failure to provide the information as required on the application form 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