



# UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW

**ACCOUNTANT**  
**FISCAL SERVICES DEPARTMENT**  
**Hiring Salary Range: \$42,636 - \$59,694**  
**Salary Range: \$42,636 - \$76,752**  
**COMMENSURATE WITH QUALIFICATIONS**  
**EXCELLENT FRINGE BENEFITS**  
**(Position is Temporary to Direct Hire Pending Board Approval)**

## **POSITION DESCRIPTION**

Under general direction, the Accountant performs complex accounting and internal self-audit assignments. Interprets and implements existing accounting and fiscal policies and procedures; prepares and reviews complex financial records and reports; performs self-audit of financial transactions; analyzes and interprets accounting data and prepares reports including making recommendations for improvements; reviews financial transactions to ensure compliance with generally accepted accounting principles and fund accounting practices. Typical duties and responsibilities consist of but are not necessarily limited to the following: manages all aspects of the College's depreciable and non-depreciable capital asset database and prepares accounting transactions in compliance with GASB 34/35. Reconciles bank accounts with a high volume of activity which includes the review and analysis of cash receipts, cash disbursements, journal entries and private donation subsidiary ledgers. Balances the monthly payroll expenditures to the payroll register. Identifies weaknesses in internal control systems and makes suggestions for improvement; prepares various year-end audit schedules. Performs other related duties as may be assigned.

## **POSITION REQUIREMENTS**

### **Education and Experience:**

Bachelor's degree, preferably in Accounting and a minimum of four (4) years of professional accounting experience of which two (2) years of experience in accounting for the full-cycle of depreciable and non-depreciable capital assets and experience completing complex bank account and other asset and liability reconciliations and general ledger account analysis or an equivalent combination of education and experience.

### **Knowledge, Skills and Abilities:**

Requires a working knowledge of generally accepted accounting principles and government accounting standards (GASB), accounting principles and procedures. Must be able to execute established procedures; analyze financial and accounting data and transactions and make sound decisions, propose and document journal entries and prepare account statements and reports. Must be able to work independently, prioritize tasks while managing multiple priorities and meet established deadlines; must be able to interpret and translate complex accounting standards and write corresponding procedures in layperson terms; must be able to communicate effectively both orally and in writing and effectively collaborate in a professional manner across functional lines within the organization and with third parties. Must be dedicated to the principles of continuous improvement; must be able to problem solve, be resourceful and critically analyze information to make recommendations for improvements. Proficient in the advanced operation of Microsoft Outlook E-Mail client, Microsoft Excel and Word Processing, File

and Transfer Protocol (FTP). Experience using Datatel's Colleague financial software and data retrieval system; knowledge of database management skills and techniques and internal audit programs is desired.

## Employee Benefits

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### Retirement

University of California Retirement Plan (UCRP) membership. Employees are fully vested after five years of service credit. A Voluntary Contribution Plan is also available.

### Disability

The College provides basic coverage for non-work related Disability. Employees may purchase additional short and long term disability insurance to supplement this benefit.

### Health Plans

HMOs and a fee for service plan are available with minimum or no cost to eligible employees.

### Legal Insurance

Employees may purchase this insurance which provides covered legal services on a pre-paid basis.

### Dental Plans

Two dental plans are available at no cost to employees.

### Vacation

Full time employees initially accrue a minimum of three weeks of vacation per year. Part time employees accrue on a proportionate basis. Vacation earning rates increase in accord with employment longevity.

### Vision Care

The College paid plan is available for employees and eligible dependents.

### Sick Leave

Full time employees accrue 8 hours per qualifying month service. Part time employees accrue on a proportionate credit at the time of service retirement.

### Life Insurance

The College provides an employer paid term life insurance policy and optional employee paid policies.

### Accidental Death & Dismemberment

Up to \$500,000 in coverage may be purchased by the employees.

### Holidays

College employees receive thirteen paid holidays per year.

### Other Benefits

Worker's Compensation, Unemployment Insurance, Credit Union, Pre-Tax Transport Program etc.

## To Apply

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Download the required Staff Employment Application from our website at <http://www.uchastings.edu/jobforms> or contact the UC Hastings Human Resources Department to obtain the required document.

Mailing Address: UC Hastings College of the Law, Human Resources Department, 200 McAllister Street, San Francisco, CA 94102 Phone: (415) 565-4703 / (415) 565-4810 (fax)

If Applying in Person: 198 McAllister Street, Room 106, San Francisco

All applicants must complete and submit an official employment application form. Failure to provide complete information as required on the application form shall immediately disqualify an applicant from employment consideration. Please include a cover letter and a detailed resume.

## Selection Information

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Applicants who meet the position requirements will be competitively evaluated to identify the applicants 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.

**Posting Date: Aug 1, 2008**

**Filing Deadline: Open Until Filled**

**UNIVERSITY OF CALIFORNIA  
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An Equal Employment Opportunity Employer