UNIVERSITY OF CALIFORNIA
HASTINGS COLLEGE OF THE LAW

As the University of California’s first law school, UC Hastings College of the Law boasts a rich history of achievement in the field of legal education. Established in 1878 and located in San Francisco’s Civic Center district, our vibrant institution provides outstanding instruction for nearly 1,200 students from more than 120 universities and colleges across the country. We also provide an innovative, fun and rewarding work environment for our valued employees. As a member of our team, you will enjoy a warm-hearted, deeply committed group of co-workers, a dynamic community of faculty and students, as well as an excellent benefits package.

ACCOUNTING MANAGER
Fiscal Services
 Classification: Level 4/ Full Time/Exempt/Benefited
 Hiring Salary Range: $69,227- $96,895 annually (commensurate with qualifications)
 Posting Date: March 14, 2013

THE ROLE
The Accounting Manager is responsible for providing superior customer service to the College’s student body and community to ensure their dealings with Fiscal Services are professional and efficient. As a key member of the College’s Billing Team, the Accounting Manager will work across the administration to collaborate, problem solve, implement best practices, promote shared understanding, and foster effective working relationships to best support and service the UC Hastings community. A strong candidate for this position is one who has held a “Bursar” position. Under the direction of the Controller, the Accounting Manager is responsible for managing and supervising the College’s cashier function, student financial accounting, accounts and loans receivable, and for providing post-award grant management functions and responsibilities. The Accounting Manager is expected to proactively develop and manage represented staff performance under a model of continuous business improvement.

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

- Recruit, supervise and develop staff to deliver superior customer service and complete job duties and responsibilities in the most effective and efficient manner;
- Manage and supervise the College’s cashiering and e-commerce functions including training employees on cash handling and administering the College’s cash handling policies;
- Manage all aspects related to student financial accounting including billing and collection of student tuition and fees, deposit management, authorization and disbursement of student financial aid refunds, negotiate and monitor student payment plans, manage student holds, resolve student financial matters and coordinate all student accounting related reporting;
- Responsible for the management, administration and collection of the College’s Federal Perkins and other institutional student loan programs;
- Manage loan promissory notes, provide entrance and exit loan counseling and manage the College’s student loan database;
- Manage the third party loan servicer and collection agency agreements, oversee staff responsible for collection; negotiate temporary repayment agreements with borrowers; monitor credit bureau reporting; process loan consolidations; authorize loan referrals to collection agencies and to the Department of Education;
- Responsible for ensuring the loan program is managed in compliance with the applicable code of Federal regulations;
- Manage collection processes of the College’s non-student receivables;
- Serves as an accounting liaison for Principle Investigators and grant managers, ensuring grants funds are properly accounted for and managed in the post-award process;
- Process billing and collection of services to contractors and sub-contractors;
- Calculate and record administrative overhead and ensuring costs are properly allocated to grant accounts.

**REQUIREMENTS**

**EDUCATION AND EXPERIENCE**

- Bachelor’s Degree preferably in Business, Accounting, or related discipline;
- Minimum of five (5) years of significant progressive, professional and relevant experience and responsibility in the field of accounting or business of which at least three (3) years have been in a management capacity in accounts receivable;
- Minimum of three (3) years work experience in a supervisory role preferably in a union environment;
- Experience in a customer service environment, specifically in Higher Education student receivables;
- Demonstrated track record of successfully managing complex projects requiring collaboration between operational and financial systems, or an equivalent combination of skills and experience;
- Technical training and experience must be with current technology and at a level sufficient to perform complex and high-level accounting tasks and analysis or an equivalent combination of education and experience;
- Strong working knowledge of Federal Regulations (CFR’s) as it relates to the Federal Perkins Loan Program;
- Knowledge and experience with Ellucian’s Colleague relational database software and its query language is preferred;
- Strong working knowledge of grant management including indirect cost proposals; reporting, sub-recipient monitoring, cost principles in Circular A-21 and A-133.
- Must be proficient using Adobe Acrobat and Microsoft Office software including Word, Excel, and Outlook.

**KNOWLEDGE, SKILLS & ABILITIES**

- Collaborate and work effectively with the College’s Senior Staff, CFO, Controller, Fiscal staff, Department Heads, and other relevant College staff;
- Analyze processes (financial and operational) and lead implementation to effectuate change;
- Manage multiple tasks and projects to ensure deadlines are met;
- Apply current technologies to enhance reporting, business systems, and customer service;
- Maintain discretion and confidentiality;
- Work independently and collaboratively to problem solve, lead staff, and implement strategies;
- Recommend, implement, and document effective internal control systems;
- Communicate professionally both orally and in writing;
- Must be customer service oriented and dedicated to the principles of continuous improvement.
BENEFITS

- Health, Dental and Vision Care insurance plans
- Life Insurance
- UCRP Retirement Plan
- Disability Insurance
- Legal Insurance
- Vacation
- Sick Leave
- Paid Holidays Credit Union
- Pre-Tax Transport Program

THE HIRING PROCESS

To apply, go to: http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Accounting%20Manager%20-%20Fiscal%20Services

Failure to provide the information as required on the application form including attaching a cover letter and a resume may immediately disqualify an applicant from employment consideration.

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

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