Accounting Manager  
Cal State LA University Auxiliary Services, Inc. (UAS)

Work Schedule: This is a full-time, fully benefited position. Monday – Friday 8:00 a.m. to 5:00 p.m.; exempt position.

Salary Range: Salary is commensurate with qualifications and experience.

Position Summary:
The Accounting Manager is responsible for all daily accounting functions. Supervise and participate in the preparation of various financial statements and reports with focus on accuracy and timeliness of month end closing and reporting; lead process improvement initiatives. Interact with the various departments. Coordinate internal and external audits; ensure federal/state regulatory filings are completed timely and accurately. Maintain the integrity of chart of accounts, and provide staff leadership. This position reports to the Executive Director.

Essential Functions:

- Manage day-to-day operation of department; leads the monthly accounting close and assisting with special projects as required.
- Evaluate the accuracy of financial data.
- Prepare daily cash flow.
- Review and G/L and bank reconciliations.
- Maintain and manage accounting system in the area of GL, AP, AR, CK, CR, PR, PR and Budgets and the overall accounts setups.
- Review the general and subsidiary ledgers to ensure accuracy and compliance with internal policies CSU polices and GAAP.
- Prepare audited financial statements, coordinate the Organization’s audits, and corrects/implements audit findings and recommendations.
- Develop, implement accounting systems, ensure adequate software applications and support to meet the corporation’s business requirements.
- Supervise, hire, train and evaluate staff in accounts receivable, and accounts payable department.
- Oversee all financial reporting internal and external.
- Supervise the maintenance of the chart of accounts; assign and maintain account classifications.
- Other duties as assigned.

Contacts:  
Internal:  Foundation management staff, Units Directors/ managers/staff.  
External:  University staff, auditors, government agencies, vendors and customers.
Accountability:
Performance is evaluated on the achievement of specific financial and non-financial goals including internal control, accuracy of financial records, the analysis and timely reporting of financial reports, the controls of accounting functions. Performance is also evaluated in the demonstration of skill levels in areas of communication, supervision, planning, faculty, vendors and customer relations.

Minimum Qualifications:

Education:
Bachelor’s degree in Finance or Accounting required. Related advanced degree and/or CPA designation is a plus.

Experience:
Seven (7) years experience in fund or financial accounting and finance, ideally with some experience in not for profit organizations. Experience with PeopleSoft is highly desirable. Minimum five (5) years in accounting office supervision; strong PC skills; demonstrated leadership, drive, intellect, and energy; a self-starter; excellent analytical skills, able to identify and solve complex analytical problems; accounting software and system conversion experience.

Physical Demands:
Prolonged sitting in front of computer. Walking, talking, hearing, pulling, bending, may carry 10-15 pounds of objects/material, not exposed to extreme noise level, use hands to finger, handle, or feel, reach with hands or arms, stoop, kneel, taste or smell.

Review of applications/resumes will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534

Fingerprinting will be taken and checked by the California Department of Justice and the FBI. The incumbent may be responsible for the fingerprinting processing fee. A completed UAS employment application is required.

http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%20Inc./HRM/employment_application.pdf

Cal State LA University Auxiliary Services, Inc. is an equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state or local law.

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department. UAS is an Affirmative Action/Equal Opportunity Employer.