OPENING FOR
Associate Director of Financial Services
ASI Financial Services

ANTICIPATED HIRING RANGE: $74,000
Anticipated Total Compensation Package = $102,159*
*based on health insurance coverage for employee + family

This is a full-time position that is eligible for benefits.

THE POSITION

Under the general direction of the Director of Financial Services, the Associate Director of Financial Services is responsible for administering and managing complex accounting functions, funds related activities, and day-to-day operations of the department. The Associate Director of Financial Services provides leadership and supervision to designated Financial Services staff and serves in the capacity of the Director of Financial Services in his/her absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

• Oversee the reconciliation of the general ledger and all subsidiary ledgers
• Assist the Director of Financial Services with planning, developing, and implementing policies and procedures
• Review and assist with the development and implementation of training programs and procedural manuals
• Work with both internal and external auditors regarding audit schedules, supporting documents, questions, and requirements
• Prepare correspondence and a variety of complex reports
• Prepare complex journal entries, including inter-fund charges and payments
• Prepare periodic account reconciliation and financial reports for presentation to management and various Boards and Committees
• Review requests from accountholders for completion, adequate support documentation, and proper approvals
• Prepare tax forms and reports and comply with tax filing requirements and deadlines
• Assist in the preparation of the annual budget draft for ASI, Bronco Student Center (BSC) and Instructional Related Activities (IRA) Fund and monitor actual financial performance against the approved budget
• Ensure compliance with applicable financial policies and regulations and work closely with the Director on the timely completion of related reporting
• Serve as a member of the ASI Leadership Team
• Serve in the capacity of the Director of Financial Services in his/her absence
• Perform other duties as assigned

QUALIFICATIONS

• Bachelor’s degree in Accounting or related field required; Master of Business Administration (MBA) preferred
• Active Certified Public Accountant (CPA) certification, preferred
• Minimum three years of progressively responsible accounting experience
• Experience in fund accounting
• Minimum three years demonstrated experience supervising and leading others
• Knowledge of accounting theories and practices, statistical and research methods, and fiscal reporting
• Ability to identify and resolve fiscal and organizational problems
• Ability to perform research, analyze fiscal data, and prepare comprehensive financial reports
• Demonstrated ability to achieve assigned objectives within budget and identified time frame
• Demonstrated ability to work with a diverse student population and campus community
• Commitment to student development and ability to motivate and work closely with students
• Ability to oversee projects and manage multiple priorities
• Ability to interact effectively with customers, students, and student organizations, campus community members, vendors and the general public
• Ability to operate an office work station, utilizing word processing, spreadsheet and accounting software
• Ability to communicate clearly and concisely, both orally and in writing
• Ability to work independently, use initiative and exercise judgment
• Ability to satisfactorily complete a background check (including a criminal records check)

POSITION SENSITIVITY

Based on the duties and responsibilities of this position, this position has been designated to be a sensitive position with access to sensitive data.

BACKGROUND CHECK

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with Associated Students, Inc., Cal Poly Pomona. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASI employees who apply for this position.

WORK ENVIRONMENT

Frequently required to sit, talk and hear; manual dexterity, eye-hand coordination and verbal communication; use of office equipment: telephones, calculator, copier and fax.

APPLICATION PROCEDURE

An application and resume are required. A resume does not replace the information requested on the application form. Applications are available on the ASI Website and in the Human Resources Department.

Submit application and resume to:

Associated Students, Inc.
Human Resources Department
3801 W. Temple Ave., Bldg. 35
Pomona, CA 91768

Phone: (909) 869-3546
E-mail: asihr@cpp.edu

Position open until filled. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

ABOUT ASI

Established in 1963, Associated Students, Incorporated (ASI), is a recognized auxiliary organization of Cal Poly Pomona that is led, funded and mainly staffed by students. Guided by the core commitments to the promotion of student development and provision of quality facilities, programs and services, ASI provides for student representation at the campus and system-wide level and offers leadership development through student government, student-led programming, student employment and student involvement in a wide array of programs and services. ASI fully supports the enrichment of student life by providing annual funding support for student clubs and organizations, diversity programs, athletic scholarships and academic support programs.

EOE

ASI is an Equal Opportunity Employer. Please notify the Human Resources Department for reasonable accommodation requests during the selection process.

MANDATED REPORTING REQUIREMENT

In compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and the CSU Executive Order 1083, each ASI employee is designated as a mandated reporter and is required to sign an Acknowledgment of Mandated Reporter Status and Legal Duty to Report Child Abuse and Neglect.