



OPENING FOR
LEAD ACCOUNTANT
ASI FINANCIAL SERVICES

ANTICIPATED PAY RATE: \$58,000 - \$62,000 annually

Anticipated Total Compensation Package with Benefits: \$86,131 - \$90,463 annually

*based on health insurance coverage for employee + family

This is a salaried, exempt, full-time position that is eligible for [benefits](#).

THE POSITION

Under direct supervision of the Director of Financial Services, the Lead Accountant assists in the development and enforcement of procedures relating to accounting units, coordinates the scheduling and daily processing of departmental work projects, researches, analyzes, clarifies and resolves various accounting and financial issues, provides accounting support, serves as primary contact for account holders and assists with financial reporting. The Lead Accountant provides supervision to the Accounting Technician and student assistants.

ESSENTIAL DUTIES

- Oversee all general accounting functions including postings of all general ledger transactions, inter-fund transfers and paybacks, bank and account reconciliations, subsidiary ledger posting and reconciliation to general ledger
- Serve as the primary point of contact for all account holders to ensure that questions and requests are answered and processed timely and accurately.
- Supervise the Accounting Technician and student assistants
- Facilitate training for account holders on account management, cash handling, budget requests, budget relines, annual budgets and policy compliance
- Responsible for monthly, quarterly, and year-end financial reporting and closing activities
- Perform regular account analysis and financial projections to ensure accuracy in account balance, transaction recording, and financial reporting
- Prepare monthly financial reports for Senate and ASI departments
- Provide financial reports to account holders as requested
- Manage fixed assets including inventory of fixed assets and depreciation and amortization of fixed assets
- Develop, implement and coordinate policies and procedures necessary to support Associated Students Incorporated (ASI), Bronco Student Center (BSC), Instructionally Related Activities (IRA) and Agency stakeholders
- Provide guidance on and conducts research to ensure compliance with all policies and applicable regulations
- Understand, implement and interpret policies and regulations to students, faculty, staff, external agencies and the public
- Provide support with external audits and compliance reviews
- Provides assistance on compliance with reporting requirements of the University, CSU and regulatory agencies
- Performs other duties as assigned

QUALIFICATIONS

- Equivalent to a Bachelor's degree in accounting, finance or related field
- Minimum three years of experience in general accounting or financial record keeping, with emphasis on general ledger, financial analysis and reporting, financial audits and policy compliance
- Minimum one year supervisory experience, three years preferred
- Experience in processing inter-fund/intercompany financial activity
- Experience with financial audits and external reviews

- Fund accounting experience preferred
- Ability to learn, independently interpret, explain, recommend and apply a wide variety of policies and procedures relating to and impacting the applicable program(s), functions, organizational unit and/or administrative specialty
- Ability to independently gather and analyze data, reason logically, and draw valid conclusions; ability to perform research and recommend solutions to unique issues
- Ability to work independently and with shifting deadlines and workload
- Ability to review the work of staff and provide guidance and constructive feedback
- Demonstrated ability to maintain and safeguard confidential and sensitive
- Knowledge of basic math, including fractions, percentages, and simple interest
- Knowledge of accounting theory and best business practices
- Demonstrate independent critical thinking and analytical skills
- Demonstrated ability to work with a diverse student population and campus community
- Demonstrated ability to interact effectively with customers, students and student organizations, campus community members, vendors and the general public
- Demonstrated ability to operate an office work station, utilizing word processing, spreadsheet and financial accounting software
- Ability to communicate clearly and concisely, both orally and in writing
- 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.

WORKING 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

Both 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 resume and application to:

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

Phone: (909) 979-5546
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.