



OPENING FOR  
**ACCOUNTING TECHNICIAN**  
 ASI FINANCIAL SERVICES

**ANTICIPATED HIRING RANGE: \$40,000 - \$45,000 annually**  
*Anticipated Total Compensation Package with Benefits: \$66,935 - \$72,327*  
 \*based on health insurance coverage for employee + family

*This is an hourly, non-exempt, full-time position that is eligible for [benefits](#).*

**POSITION**

Under direct supervision of the Lead Financial Services Coordinator, the Accounting Technician reviews and processes daily accounting transactions and journal entries in accordance with budget guidelines and applicable regulations, performs monthly bank, credit card, and account reconciliations, supports month-end & year-end closing activities, and assists with compilation of financial reports.

**ESSENTIAL DUTIES**

<p><b>Bookkeeping, General Ledger Maintenance</b></p> <ul style="list-style-type: none"> <li>Process journal entries necessary for accurate month-end and year-end financial reporting</li> <li>Prepare and review accounting transactions to ensure proper compliance with budget guidelines, applicable CSU regulations and Generally Accepted Accounting Principles</li> <li>Review subsidiary ledger transactions to ensure proper posting to the general ledger</li> </ul>	<p>30%</p>
<p><b>Reconciliation</b></p> <ul style="list-style-type: none"> <li>Perform monthly bank reconciliations for all funds</li> <li>Work with ASI P-Card holders to ensure P-Card reconciliations are completed and submitted monthly</li> <li>Review P-Card reconciliations monthly, calculate use tax / sales tax, and prepare journal entries accordingly</li> <li>Process unclaimed checks; prepare annual report &amp; submission to the State Controller's Office</li> <li>Perform GL account reconciliations to ensure transactions are properly coded</li> </ul>	<p>20%</p>
<p><b>Payment Preparation</b></p> <ul style="list-style-type: none"> <li>Process University invoices for centrally managed expenditures and prepare inter-fund transfers</li> <li>Process Financial Services invoices for payment</li> <li>Assist with Accounts Payable check run</li> </ul>	<p>15%</p>
<p><b>Fixed Asset Maintenance</b></p> <ul style="list-style-type: none"> <li>Assist Lead Accountant with fixed asset management, including maintain a current listing of assets, tagging all capital assets, and assisting with fixed asset reconciliation</li> </ul>	<p>10%</p>
<p><b>Financial Reporting</b></p> <ul style="list-style-type: none"> <li>Assist Lead Accountant to review trial balance and other financial statements at month-end</li> </ul>	<p>10%</p>

<b>Training</b> <ul style="list-style-type: none"> <li>• Provide training to ASI P-Card holders to ensure proper compliance with P-Card Policy</li> <li>• Provide training to student assistant(s) as needed</li> </ul>	5%
<b>Other</b> <ul style="list-style-type: none"> <li>• Provide backup support for other day-to-day operations of the department</li> <li>• Perform other duties as assigned</li> </ul>	10%

## QUALIFICATIONS

- Minimum two years' experience in general accounting or financial recordkeeping experience, with emphasis on account reconciliation and preparation of reports
- Any combination of education and experience, which provides the required knowledge and abilities
- Knowledge of basic math, including fractions, percentages, and simple interest
- Knowledge of Accounting theories and practices
- Analytical and detail oriented
- Demonstrated ability to work with an ethnically diverse and culturally pluralistic student population and campus community
- Ability to interact effectively with customers, students, 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 satisfactorily complete a background check (including a criminal records check)

## 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. Must be able to walk, stand, and bend.

## 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.

## 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. 35-1216  
Pomona, CA 91768

Phone: (909) 979-5546  
E-mail: [asihr@cpp.edu](mailto: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

## **SYSTEMWIDE SMOKE AND TOBACCO FREE ENVIRONMENT EO 1108:**

Cal Poly Pomona is a smoke and tobacco-free campus. Please refer to the link below for policy information.  
<http://www.calstate.edu/EO/EO-1108.html>

## **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.