



OPENING FOR
**ASSOCIATE DIRECTOR OF DISBURSEMENT MANAGEMENT
FINANCIAL SERVICES**

ANTICIPATED HIRING RANGE: \$76,000 - \$82,000

**This is a salaried, exempt, full-time position that is eligible for
ASI's rich and comprehensive [benefit](#) package.**

OVERVIEW:

Associated Students, Inc. (ASI) is seeking a student-focused applicant with continuous improvement mindsets for the position of Associate Director of Disbursement Management (ADDM). Established in 1963, ASI is a non-profit corporation guided by a student board and managed by full-time professional staff. ASI is considered a part of the Cal Poly Pomona Division of Student Affairs and serves the entire campus population, including over 25,000 students, by providing opportunities for student engagement, student employment, and a multitude of programs and services such as recreation and wellness, student union and activities, student government, childcare, and ASI operational support areas including human resources, financial services, and facilities management. ASI is looking for employees who exhibit our values of integrity, honor, dedication, loyalty, and respect in every interaction with each other, our students, the campus community, and guests of Cal Poly Pomona.

Financial Services serves as a partner for student groups, ASI departments, and the University, providing financial supports to help meet business and programmatic needs of the \$17M non-profit 501(c)3 corporation while maintaining fiscal integrity, data accuracy, and compliance with CSU, University and ASI policies and procedures. Our mission is to process financial transactions in a timely and efficient manner to meet the needs of the customers; prepare financial statements, projections, and analyses regularly to support informed decisions; protect company assets through proper internal controls to prevent loss or fraud; plan for appropriate allocation and reserve of resources to align with both short-term and long-term goals; provide excellent customer service and guidance to students, staff, and faculty; promote a positive work environment that fosters motivation, productivity and retention.

COMPENSATION AND BENEFITS:

Starting salary upon appointment is not expected to exceed \$3,167 - \$3,417 per semi-monthly. Salary placement is determined by the education, experience, and qualifications the candidate brings to the position, internal equity, and the hiring department's fiscal resources.

Associated Students, Inc. offers a rich and comprehensive benefits package that constitutes a major portion of total compensation. For more information regarding ASI's benefits, please click [here](#).

POSITION SUMMARY

Under the general direction of the Director of Financial Services, the ADDM is responsible for administering and managing complex accounting functions and expenditure-related activities, providing financial support to the Children's Center, managing day-to-day accounts payable operations of the department, and collaborating with Payroll to reconcile and integrate payroll transactions into the General Ledger. The ADDM plays a key leadership role in Financial Services and works in collaboration with the Director to lead, motivate, engage, and grow a result-driven Financial Services team, continuously improving work processes and procedures while keeping the business in compliance. The ideal candidate should take initiative, demonstrate integrity, present self-confidence, and exercise good judgement to help the team solve problems, build a culture that promotes innovation, and create an environment that fosters employee development and retention.

This position is responsible for supervising the following full-time staff: Accounts Payable Fund Specialist.

ESSENTIAL DUTIES AND RESPONSIBILITIES

<p>Disbursement Management</p> <ul style="list-style-type: none"> • Oversee the entire accounts payable operations to ensure timely and compliant disbursements, including weekly disbursement requests, signature verifications, purchase order requests, cash advances, travel reviews, Administrative Fund reimbursements, and monthly accounts payable reconciliations • Interpret, educate, and enforce all disbursement-related policies to ensure compliance • Prepare weekly Amazon disbursement requests • Review Agency account activities regularly to deactivate unnecessary accounts • Facilitate training for over 300+ clubs and 30 Instructionally Related Activities (IRA) groups on disbursement policies, procedures, and forms • Review and approve the development and implementation of training programs and procedure manuals • Review requests from account holders for completion, adequate support documentation and proper approvals • Collaborate with University IT to design and implement the OnBase Workflow solution and the integration with ASI financial system Microsoft GP 	35%
<p>Management Responsibilities</p> <ul style="list-style-type: none"> • Lead, motivate, engage, support, challenge and grow the team • Provide guidance to employees and hold them accountable • Supervise two full-time Accounts Payable staff & one student assistant • Serve in the capacity of the Director of Financial Services or the Associate Director of Revenue Management in their absence 	20%
<p>Payroll Postings and Account Reconciliations</p> <ul style="list-style-type: none"> • Collaborate with HR and Payroll to ensure proper accounting of all payroll transactions • Print manual paychecks and prepare journal entries for postings as needed • Download, prepare payroll journal entries, calculate workers comp and unemployment insurance allocations semi-monthly • Perform 20+ payroll payable account reconciliations monthly 	15%
<p>Financial Reporting, Analysis & Projection</p> <ul style="list-style-type: none"> • Work with Lead Accountant to complete month-end and year-end closing • Prepare correspondence and a variety of complex financial and payroll reports • Prepare tax forms such as 1099s, monthly use tax/sales tax filings, etc. to comply with tax filing requirements and deadlines • Provide financial support to the Children's Center including consolidated financial reporting, financial analysis & projection, budget preparation, grant management, and various agency compliance audits 	10%
<p>Policy Development, Implementation & Compliance Review</p> <ul style="list-style-type: none"> • Develop and implement disbursement-related policies and procedures that are in compliance with the policies of the University, CSU, and regulatory agencies • Understand, interpret, and implement policies and regulations to students, faculty, staff, external agencies and the public • Ensure compliance with applicable financial policies and regulations and work closely with the Director on the timely completion of related reporting • Listen to feedbacks from customers and staff; monitor procedures regularly and proactively implement enhancements or recommend improvements to the Director of Financial Services 	10%
<p>Other</p> <ul style="list-style-type: none"> • Work with both internal and external auditors regarding audit schedules, supporting documents, questions and requirements • Assist the Director of Financial Services with internal control audits • Coordinate IT system implementations or upgrades to enhance productivity • Serve on ASI and campus committees and engage with system-wide associations • Perform other duties as assigned • Demonstrate professionalism in maintaining confidentiality when handling sensitive payroll and personnel matters 	10%

QUALIFICATIONS

- Bachelor's degree in accounting, or related field, or an equivalent of eight years of experience in general accounting or financial recordkeeping
- Master's degree in finance or accounting or related field or equivalent work experience preferred
- Minimum three years of progressively responsible accounting experience
- Experience in fund accounting
- Minimum three years demonstrated experience supervising and leading others
- Demonstrated leadership experience to motivate, support, engage, and grow a goal-oriented team
- Knowledge of accounting theories and practices, statistical and research methods, and fiscal reporting; experience within a university or nonprofit environment preferred
- Excellent written and verbal communication skills
- Ability to identify and resolve fiscal and organizational problems
- Ability to perform research, analyze fiscal data and prepare comprehensive financial reports with a high level of accuracy
- Demonstrated business acumen and sound decision-making
- Demonstrated commitment to continuous improvements
- Demonstrated ability to work in a fast-paced environment and still achieve assigned objectives within budget and identified time frame
- Demonstrated ability to work with a diverse student population and campus community
- Demonstrated ability to understand, interpret, implement, and enforce complex CSU system-wide policies and procedures
- 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 begin employment 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.

PHYSICAL DEMANDS:

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, bend and lift up to 15 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.

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.

SYSTEM-WIDE 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>

EOE

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

ABOUT ASI

Established in 1963, Associated Students, Inc. (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 Bronco Student Center programs and services, including The Bronco Recreation and Intramural Complex (BRIC), as well as the Children's Center. 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.

APPLICATION PROCEDURE

A cover letter, job 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.