

ANNOUNCEMENT OF POSITION VACANCY

www.enterprises.csus.edu

**Accounting Assistant II, Accounts Receivable
Business Services
REQUISITION #621154379**

University Enterprises, Inc. (UEI) at Sacramento State is seeking an Accounting Assistant II, Accounts Receivable for Business Services. UEI is a Sacramento State non-profit auxiliary organization that meets the evolving needs of the University community by providing programs and services that support and strengthen the Sacramento State experience. Business Services oversees and manages the business and financial operations of UEI. The primary functions of the department include preparing and processing financial and business transactions, bank account reconciliation, purchase orders, monthly, quarterly, and year-end financial statements, and corporate and other tax forms. The department also maintains fixed asset and depreciation records, oversees investment activity and performs performance analyses, and coordinates and consolidates the annual budget. UEI Business Services also provides in-depth, state-of-the-business reporting for review and analysis by internal and external audiences such as the UEI board of directors, corporate committees, the Chancellor's Office, federal and state agencies, banking institutions, auditors, vendors, and creditors.

RATE OF PAY: \$3,363 - \$5,044 per month

BENEFITS: UEI offers an excellent benefits package that includes:

- Participation in CalPERS Retirement Program
- Paid Vacation Time – starting at 6.66 hours accrued/month
- Paid Sick Time – 8 hours accrued/month
- Paid Holidays – 14 paid holidays per year including paid time off the week between Christmas Day and New Year's Day as the CSUS campus is closed
- Excellent medical benefits – 100% employer-paid medical & dental for employee-only coverage and low cost for family coverage
- Educational Assistance Program for employees and/or dependents
- Work from home for up to two days per week with supervisor approval and may proceed a successful probationary period
- Child care subsidy
- View a comprehensive list of all of the benefits at <https://simplebooklet.com/benefitsataglance>.

FILING DEADLINE: This position closes to new applicants on February 16, 2025. Your application will be reviewed after this date.

APPLY ONLINE: To be considered, all applicants must apply through the UEI website at <https://secure6.saashr.com/ta/6158859.careers?ShowJob=621154379>. Applicants who apply outside of this link will not be considered.

CONDITIONS OF EMPLOYMENT:

This is a full-time, non-exempt (eligible for overtime pay), benefited position that is covered under the California Public Employees' Retirement System. Continued employment in this position is dependent upon the mutual consent of University Enterprises and the employee, and either University Enterprises or the employee can, at any time, terminate the employment relationship at will, with or without cause.

The selected candidate must furnish proof of eligibility to work in the United States. University Enterprises, Inc. is not a sponsoring agency (i.e. H-1B Visa).

It is strongly recommended that all University Enterprises, Inc. employees follow COVID-19 vaccine recommendations adopted by the U.S. Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH) applicable to their age, medical condition, and other relevant indications.

MINIMUM QUALIFICATIONS

1. Associates degree in Business Administration, Finance, Accounting, or a related field or equivalent combination of education and/or work experience.
2. Demonstrated knowledge of the methods, practices, and terminology of financial and statistical record keeping ; accounts receivable, cash deposit practices and procedures, and accrual accounting entries; basic accounting principles; mathematics and statistics; and office practices and reception techniques.
3. Demonstrated ability to perform a variety of financial and statistical record keeping of above average difficulty. Demonstrated ability to evaluate fiscal record keeping problems and work with others to resolve them; monitor and update accounts receivable records.
4. Demonstrated experience with word processing, spreadsheets, and computer systems and software related to financial record keeping. Ability to operate a 10-key numeric keypad by touch and use a computer in the development and maintenance of financial records.
5. Self-directed with the ability to plan, organize, coordinate, and perform work independently, function in a detail-oriented capacity, and respond effectively and with flexibility to changes in priorities and deadlines.
6. Demonstrated ability to prepare, review, and analyze information; and to effectively communicate with all levels of employees and/or customers to obtain or exchange information while showing professional demeanor and exercising tact and good judgment. Ability to maintain cooperative and collaborative working relationships.
7. Excellent interpersonal oral and written communication skills with the ability to clearly express ideas and recommendations orally and in writing in English.
8. Demonstrated ability to evaluate fiscal record-keeping problems and work with others to resolve them.
9. Must be fingerprinted and pass a background check. Must continue to meet the established standards.

PHYSICAL REQUIREMENTS

Without or without reasonable accommodation: Sit for extended periods; frequently stand and walk; manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, printers, scanners, and fax machines.

WORKING CONDITIONS

Work is performed in an office environment; continuous contact with staff, the campus community, and representatives of funding agencies.

DUTIES AND RESPONSIBILITIES

This position performs accounts receivable (A/R) activities for Sponsored Program Administration and CA Intern Network (CAIN). Keeps A/R priority billings current. Reviews contracts for monetary constraints and billing requirements. Assists Sponsored Program Administration and CAIN with contract interpretation. Generates automated invoices and reviews and follows up on past due accounts. This position reports directly to and receives general supervision from the Accounts Receivable Supervisor.

The specific duties and responsibilities are as follows:

1. Prepares, enters, and distributes A/R invoices for Sponsored Programs Administration (SPA) and California Intern Network (CAIN) within contracted budget and period using a combination of system reports and Excel templates to calculate, verify, and upload data into finance system. Reconciles A/R and G/L data monthly and enters adjustments to correct errors and when requested from business partners.
2. Tracks outstanding receivables on aging and collects past due invoices balances by email and phone and collaborates with business partners to resolve invoice disputes.

3. Inputs and reviews all SPA and CAIN journal entries (JE) and backup documentation in accordance with month-end closing deadline. Communicates with business partners to correct errors and discrepancies to ensure accurate posting.
4. Prepares monthly and quarterly reporting for Sponsored Programs and CAIN related to unbilled receivables, unapplied cash, and cash advances, and actively engages invested departments to address outstanding items. Processes and draws down funds from federal agencies via various websites.
5. Reviews the customer/vendor database (PEID subsystem) on a daily basis. Verifies abbreviations and data formatting standards. Makes appropriate changes to the database.
6. Acts as back-up to other A/R staff members, including creating and processing invoices, preparing and depositing payments, answering inquiries regarding invoices, and performing collections if necessary. Performs front desk duties as needed.
7. Gathers all relevant documentation requested by auditors during year-end audits, for supervisor's review.
8. Performs other job-related duties as assigned.

Note: This position vacancy is with University Enterprises Inc., an auxiliary organization of California State University, Sacramento. This is not a University position; the incumbent will be an employee of University Enterprises. *University Enterprises operates commercial enterprises on the California State University, Sacramento campus; it is responsible for grant and contract management and fiscal services for University research and sponsored programs and provides fiscal services to University related agencies and activities. University Enterprises is a non-profit corporation governed by a board of directors in conformance with the appropriate State of California codes and policy directives of the Board of Trustees and the campus administration.*

University Enterprises is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of University Enterprises that all employees and applicants shall receive equal consideration and treatment. All recruitment, hiring, placement, and promotions will be on a basis of qualifications of the individual for the position being filled, regardless of race, color, religion, ancestry, national origin, age (over 40 years), sex, sexual orientation, marital status, medical condition (diagnosis or history of cancer)*, citizenship, veteran status, or physical or mental disability. Any persons who feel that they have been discriminated against in connection with an application for employment should contact University Enterprises' Director of Human Resources at (916) 278-7003. *As defined in Section 12926(F), Government Code 12990.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

In compliance with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act, California State University, Sacramento has made crime reporting statistics available on-line at www.csus.edu/police/cleryact.htm. Print copies are available in the CSUS library and by request from the CSUS Office of Public Safety and the Office of the Vice President for Student Affairs.