

**California State University, Long Beach Research Foundation**  
**Position Description**

WORKING TITLE:	Accounting Technician
PAYROLL CLASSIFICATION:	Admin Support II
DEPARTMENT:	CSULB Research Foundation / Accounting and Finance
STATUS:	Full Time w/benefits (Non-Exempt)
POSTING DATE:	04/15/2022
POSITION NUMBER:	2551

**ESSENTIAL JOB FUNCTIONS:**

Under the general direction of the Accounts Payable Supervisor, the Accounting Technician is responsible for the accurate and timely processing of accounts payable complex invoices and disbursements in conjunction with structured Research Foundation and University guidelines.

Specific duties include, but are not limited to:

- Timely and accurate processing of complex Research Foundation invoices for general expense, travel, corporate credit cards and other AP processes in accordance with established rules, regulations, policies and procedures. This includes, but is not limited to: reviewing documents for correctness and appropriate signatures; data entry; determining chartfield accuracy; identifying changes to established vendor information; determining taxability of purchases and 1099 reportable services; matching invoices to Purchase Orders (POs); responding to exceptions; performing follow-up and expediting functions to process payments in a timely manner; reconciling vendor statements or other reports.
- Perform all functions for payment generation. This includes, but is not limited to: generating check and ACH payments and payment cancellations; submitting and reconciling POS pay files to the bank; setting-up wire transfers with the bank; responding to bank notifications; completing disbursement ancillary tasks such as reconciliation of paper stock, check printing, maintenance of printer, sealer and related supplies; monitoring and working to clear all outstanding checks; monitoring and resolving outstanding checks with payees.
- Perform all maintenance of the PeopleSoft vendor database. This includes, but is not limited to: timely and accurate processing of Research Foundation, State or Federal documents with established rules, regulations, policies and procedures; review of vendor data 204 forms for accuracy and completeness; determining tax-ability as needed with the assistance of the Tax Specialist; completing vendor data entry for system additions and changes (name, address, bank changes) to PeopleSoft.
- Run and monitor specific PeopleSoft system processes required for daily and biweekly accounting function reporting such as budget checking, voucher posting, payment posting, matching and inquiries.
- Perform AP reconciliations and analysis which involves auditing documents for accuracy, completeness and compliance with university and/or Research Foundation guidelines.
- Provide excellent customer service by ensuring all inquiries are answered accurately and in a timely manner; maintaining professional relationships with all departments; communicating appropriately and effectively both verbally and in writing.
- Provide additional duties as needed to include system testing; preparation/revision of operational procedures; participation in cross training; assisting with audits and assisting with state and federal tax reporting.
- Other duties as assigned. This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

## **EDUCATION, SKILLS AND ABILITIES:**

- Equivalent to four (4) years of progressively responsible financial record-keeping experience required. Bachelor's degree and experience in a fast-paced accounts payable environment is preferred;
- Experience using a large ERP financial system (e.g., PeopleSoft, SAP).
- Demonstrated working knowledge of accounting and GAAP procedures related to the daily operational duties of Accounts Payable.
- Demonstrated ability to independently research and solve problems.
- Ability to interpret a wide variety of written rules and regulations, including knowledge of sales and use tax and 1099 reporting.
- Excellent organizational and planning skills; ability to manage multiple priorities and to be accountable for own work.
- Excellent communication skills
- Demonstrated experience in customer service environments.
- Must be able to work in team settings, work well with others, function well under pressure, manage multiple tasks concurrently and remain professional at all times.

Must be able to accept constructive criticism, prioritize workload, be professional and dependable, interact positively with others and possess a friendly and outgoing personality. Regular, punctual attendance required. This position is employed through the CSULB Research Foundation. Employment is at-will.

Overtime may be required during the Research Foundation audit period (June-August annually) and other critical times up to ten (10) hours per week.

## **COVID-19 VACCINATION REQUIREMENT**

Upon being hired, all individuals will be required to attest/certify their COVID-19 vaccination and booster (if applicable) status (proof of vaccination will be required).

## **POST OFFER BACKGROUND CHECK REQUIREMENT:**

A post offer background check (including a reference and criminal records check) must be completed, and the individual cleared, before they can start work with the CSULB Research Foundation. No information will be required prior to the offer of employment. Once an offer of employment is made, failure to complete the background check and receive clearance may affect the application status of a new hire individual and/or the continued employment of a current CSULB Research Foundation employee who has applied for/moved into a new position. Individuals working with minor children and/or the elderly will be required to renew their live scan fingerprinting and be cleared every twelve (12) months. Information obtained through the background check does not automatically disqualify an individual from employment.

**COMPENSATION:** \$17.01 - \$23.00 per hour

**FILING DEADLINE:** Open Until Filled

**Note:** In order to be considered for this position, please submit the required information as soon as possible. The hiring committee will review applications, interview qualified candidates and close the position anytime on or after two (2) weeks from the posting date listed above. Removal of a position from our website is indication that the position has been filled.

**APPLICANT PROCEDURE:**

Interested individuals should forward their cover letter, resume and completed employment application referencing position number to the CSULB Research Foundation Human Resources Department in one of the following ways:

- **By Mail/Delivery:** 6300 State University Drive, Suite 332, Long Beach, CA 90815;
- **By Confidential HR Fax:** (562) 985-1726;
- **By E-mail:** [FND-HRPAYROLL@CSULB.EDU](mailto:FND-HRPAYROLL@CSULB.EDU) (put Job# in the Subject line)

A separate application is necessary for each employment opportunity posting. It is the responsibility of the applicant to clarify on their application their ability to perform the job for which they are applying. Individuals requiring a reasonable accommodation in order to apply for this position should provide necessary information to the Director of Human Resources. Additionally, individuals invited to interview for this position should inform the Director of Human Resources at the time of invitation, of any requirements for a reasonable accommodation.

**NOTICE:**

The CSULB Research Foundation does not discriminate on the basis of sex in its employment as required by Title IX of the Education Amendments of 1972, as amended, and Section 86.9 of the administrative regulations adopted by the Department of Education pursuant thereto, nor does it discriminate on the basis of race, color, religion, national origin (including language restrictions), sex (pregnancy or gender), sexual orientation, marital status, age, disability (mental and physical, including HIV and AIDS), ancestry, medical condition (cancer/genetic characteristics), denial of family and medical care leave, denial of pregnancy disability leave or reasonable accommodation or veteran's status (including Vietnam-era veterans) as required by other federal/state non-discrimination statutes, related administrative regulations and executive orders. Individuals selected for employment must provide proof of identity and employment eligibility as prescribed in Title 8, United States Code, and Section 132A. We are an Equal Opportunity, Affirmative Action, and Title IX Employer. The CSULB Research Foundation is a 501 (c) (3) corporation that exists solely to support and advance the mission of CSULB. Employment with the CSULB Research Foundation rests solely with the CSULB Research Foundation and provides no rights or benefits of employment or any other kind, with any other organization. This includes, but is not limited to: California State University Long Beach, the State of California, or the sponsoring agencies of any programs administered by the CSULB Research Foundation.

Please read and complete voluntary **Applicant Affirmative Action Information Form** below. Submit completed form with your resume and employment application to:

**CSULB Research Foundation, Human Resources –**

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# APPLICANT AFFIRMATIVE ACTION INFORMATION FORM

## VOLUNTARY

Thank you for your interest in employment with our Company. The following questions about your race and gender and Protected Veteran status are included only because of government regulations. As an Equal Opportunity Employer, the Company does not use this information in its employment decisions, so whether or not you return this form has no effect on your application. To the extent we are a government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, we comply with requirements to take affirmative action regarding the employment of, and advancement in employment of, qualified Protected Veterans (disabled veterans, active duty wartime or campaign badge veterans, Armed Forces service medal veterans, and recently separated veterans). If you come within any of those categories, and would like to be included in our affirmative action program, you may tell us now or at any time in the future. We also invite you to tell us now, or at any time in the future, about any reasonable accommodations that you believe we could make which would better enable you to perform the essential functions of the job properly and safely. Submitting this information is **voluntary**. Providing it or declining to provide it will not affect your application or employment in any way. If you choose to submit the information, it will be kept confidential to the extent provided by law.

Name: \_\_\_\_\_

Date of application: \_\_\_\_\_

Position(s) applied for: \_\_\_\_\_

Gender:     Male        Female

Race/ethnic background (select one only):

- |  |   |
|--|---|
| Hispanic/Latino                        | Persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.   |
| White                                  | Persons having origins in any of the original peoples of Europe, the Middle East or North Africa.   |
| Black/African American                 | Persons having origins in any of the black racial groups of Africa.   |
| Asian                                  | Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam. |
| Native Hawaiian/Other Pacific Islander | Persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.  |
| American Indian/Alaska Native          | Persons having origins in any of the original peoples of North and South America, (including Central America), and who maintain tribal affiliation or community attachment.   |
| Two or more Races                      | Non-Hispanic persons who identify with more than one of the following five races: (1) White, (2) Black, (3) Asian, (4) Native Hawaiian/Other Pacific Islander, (5) American Indian/Alaska Native.   |

## VETERAN STATUS

a. Status: Select one of the following

I identify as one or more of the classifications of Protected Veteran listed below.

I identify as a veteran, just not a Protected Veteran.

I am not a veteran.

I do not wish to self-identify.

b. Protected Veterans are described as:

### **Disabled Veteran**

Veteran entitled to VA-administered disability compensation for, or discharged from active duty because of, a service-connected disability, or who would be so entitled but for receipt of military retired pay.

### **Active Duty Wartime or Campaign Badge Veteran**

Veteran who served on active duty during a war or a campaign or expedition for which a campaign badge has been authorized. List of eligible campaigns can be found at <http://www.opm.gov/staffingportal/vgmed-al2.asp>.

### **Armed Forces Service Medal Veteran**

Veteran who, while on active duty, participated in a military operation for which an Armed Forces Service Medal was awarded pursuant to Exec. Order No. 12985.

### **Recently Separated Veteran**

Veteran who served on active duty and was discharged or released from active duty within the last three years.

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