Human Resources
POSITION DESCRIPTION (HR 120)

CLASSIFICATION: Accounting Technician II
DEPARTMENT: Fiscal Services – University Cashier
WORKING TITLE: Accounting Technician
FLSA: Non-Exempt
INCUMBENT:

PURPOSE:
The Fiscal Services Department is part of Cal Poly’s Finance Group, within the Administration and Finance Division. Fiscal Services provides accounting services to the University’s students, staff and faculty. These services include cashiering, student accounts, accounts receivable, payroll, accounts payable, trust accounting, general accounting, property, University Campus Programs, and financial reporting. Fiscal Services is responsible for ensuring that all accounting, reporting, and reconciliation functions are performed in accordance with applicable law and policy while at the same time providing the highest possible level of service to the campus community.

This position is responsible for performing, either independently or in conjunction with other University Cashier staff, a wide range of general and/or specialized administrative, technical, and analytical duties in direct support of the University Cashiers Office, and in connection with other related support offices such as the Student Accounts Office and Payroll Services. This position will generally be supervised by, and take direction from the University Cashier Lead, but may also take direction for the Associate Controller.

DUTIES AND RESPONSIBILITIES:
As part of the cashiering staff, this position deals with a variety of diverse and complex tasks that the incumbent is required to perform in an independent manner and to exercise initiative and judgment in making decisions consistent with the standard practice and established guidelines. The primary purpose of the position is to accurately and efficiently collect, receipt and reconcile all amounts paid to the University by various sources, and involves the use of several business applications including CASHNet, PeopleSoft and T2/Flex. The reconciliation process may include daily cash drawer balancing, preparation of recap sheets and deposit slips, reconciling transactions within systems (T2/Flex, CASHNet and online transactions, and general ledger postings), and preparation of other reports as needed. This position will interact and maintain regular contact with various campus personnel, including staff, faculty and students, as well as members of the public. Additionally, tasks assigned to this position may include, but are not limited to preparation of the daily mail log, input of cashiering-related journal entries, processing of petty cash transactions, tracking and maintaining petty cash and change fund records, counting petty cash and change funds, receiving and accounting for all paychecks and distributing them to campus departments (this includes monthly master payroll, hourly payroll, disability payroll and other types of special payroll issued throughout each month), reconciliation of parking permit inventories, assisting with documentation of established and new procedures, processing citation payments and refunds, recording salary advances and related payments, and other cashiering-related tasks as determined by the University Cashier Lead.

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

ESSENTIAL JOB FUNCTIONS

- Perform duties related to receiving and receipting university funds using CASHNet and T2/Flex systems, preparation and balancing of daily deposits, preparation of mail-log, reviewing online payments, and handling petty cash transactions.
- Provide general information to students, parents, faculty and other public or campus personnel regarding payments, parking permits, directions and other miscellaneous items as part of the customer service function.
- Process citation and parking permit refunds in T2/Flex, including the research, validation, document preparation, and report generation and reconciliation of payments/refunds to ensure their accuracy.
• Process departmental chargebacks for parking permits along with preparation of support documents used for journal entries, invoice generation, and processing of the sales in T2/Flex.
• Sort and process campus payroll when received from the State Controller’s Office, and participate in distribution to campus departments.
• Reconcile parking permit inventory, including download and manipulation within Excel of inventory transactions derived from the T2/Flex system.
• Maintain, track, monitor and perform regulatory cash counts of petty cash and change funds.
• Receipt and log financial aid scholarship and grant checks.
• Receipt and record citation payments into Flex.
• Record and distribute (to Student Accounts Office) non-standard pay warrants such as ISA and Student Pay.
• Record, track and relieve Payroll Accounts Receivable.
• Enter payment information into the PeopleSoft AR/BI module for collected receivables.
• Enter transactions (which may include receipting payments in various systems or preparing journal entries) related to other satellite cashing areas including Extended Education, Health Center, Canyon Post, University Police Department (UPD), PolyTix, and PeerTransfer.
• Assist with daily reconciliation of all cashing transactions between CASHNet (both in-house and online transactions), PeopleSoft, T2/Flex and the general ledger.
• Process, record and reconcile UPD dispenser deposits.
• Perform various functions related to transaction uploads and reconciliation of citation payments with the DMV and UPD systems.
• Understand and interpret applicable cashing guidelines, policies and regulations, and determine proper application of such.
• Assist with the modification and documentation of established procedures based on precedent and university policies.
• Participate in the testing of financial or other software for upgrades and implementations as related to the position including such activities as testing transaction/data entry and data output.
• Understand and interpret University rules, regulations and policies and apply them to cashing processes, especially student registration and other payments, issuance of parking permits, and other payment issues.
• Determine appropriate course of action to resolve issues or problems related to cashing transactions.
• Assist in the discussion of reconciliation issues, and provide input for resolving problems.

OTHER JOB FUNCTIONS

• Perform other job-related duties and special projects as assigned.
• Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE: Equivalent to three years of general office, clerical, or financial record-keeping experience. (Any equivalent combination of education and experience, which provides the required knowledge and abilities, may be substituted for the required experience)

LICENSES, CERTIFICATES, DEGREES, CREDENTIALS: N/A

REQUIRED QUALIFICATIONS (SKAs):

• Thorough knowledge of, and the ability to understand and apply standard theories, rules, regulations, principles, practices, and techniques applicable to the operations of the University Cashiers Office in order to perform analysis and carryout the essential functions of the position.
• Thorough knowledge and understanding of financial record-keeping methods, procedures, and practices and the ability to apply that knowledge to the processing and recording of financial transactions and information.
• Ability to apply accounting procedures and practices to the analysis of basic accounting problems, the ability to analyze and interpret basic accounting data, and to apply problem solving techniques in finding solutions to basic accounting problems.
• Familiarity with, or ability to quickly learn, governmental financial record-keeping methods.
• Ability to review financial documents for accuracy, completeness, validity, and adherence to standards.
• Ability to use initiative and judgment in analyzing information and determining a course of action within the specifications of standard practice and established guidelines.
• Ability to resolve problems via the application of departmental procedures.
• Ability to post transactions or other repetitive entries rapidly and accurately, and the ability to independently identify, trace and correct any errors that may occur.
• Demonstrated ability to deal effectively with situations that may be negative or stressful.
• Demonstrated ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
• Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
• Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
• Thorough knowledge of English grammar, spelling and punctuation.
• Ability to interpret, communicate and apply policies and procedures.
• Demonstrated ability to maintain a high degree of confidentiality.
• Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
• Excellent computer skills and proficiency with a variety of current computer applications including word-processing, spreadsheets, databases, on-line systems, internet as well as online calendaring and email.
• Working knowledge of or ability to quickly learn university infrastructure, policies and procedures.
• Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.

PREFERRED QUALIFICATIONS:
• General knowledge of the CASHNet cashier system.
• General knowledge of the T2/Flex system.
• General knowledge of the PeopleSoft Student Financials module.
• Experience in a university environment and knowledge of its organizational structure and the various offices and their respective responsibilities within the university.
• Working knowledge of Windows and Microsoft Office software (Word, Excel, PowerPoint).
• Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

SPECIAL CONDITIONS:
• Must be willing to travel and attend training programs off-site for occasional professional development.
• Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
• The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
• Must be able to successfully pass a pre-employment background/fingerprint check.
• Must be able to work in an area of constant traffic and noise from telephone conversations, computer equipment, and walk-in traffic.
• Must be able to handle repeated communication in person, by phone, email and/or written form with students, parents, staff, outside entities, and the general public.
• This position classification has been defined as "Non-exempt" and is subject to overtime provisions of the Fair Labor Standards Act (FLSA).