

| Job Level | Manager, Campus Services Accountant | Management Level I |
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| Problem Solving | <ul style="list-style-type: none"> * Determines correct method of recording unusual and customary financial transactions in accordance with Generally Accepted Accounting Principles (GAAP) and CSU Policy and Procedures. * Makes decisions concerning the booking of highly technical and unusual transactions within the designated campus areas. * Approves request for updates or new business plans and billings rates. * Recommends and makes changes in University rules and policies. * Identifies and works with campus to correct critical situations within campus operations such as separation of duties, lack of internal controls, and noncompliance with policies and procedures. * Assures compliance of campus departments, CSU-Pueblo and CSU System Office with GAAP, state accounting standards, state and federal fiscal rules and agency financial policies by examining the financial data through reporting, monitoring and exception reporting * Maintains and updates CSU Financial Policies and Procedures * Conducts, verifies and analyzes the annual inventory verification with campus departments to ensure the inventory is properly counted and reconciles to the financial statements * Coordinates external audit components such as PBC's and ad-hoc requests between other BFS units * Selects and reviews special course fee accounts for annual review, and present findings to the special course fee committee * Reconciles select accounts that charge sponsored accounts monthly to ensure it agrees with the approved billing rates and ensure charges are in line with the Uniformed Guidance. Any discrepancies that are found are communicated to the fiscal officer and Business officer for correction * Creates ad-hoc reports as requested by departments or BFS * Analyzes accounting reports to interpret the fiscal conditions of the funds and make plans to resolve any problem areas * Monitors, reviews and reconciles costs of goods sold, inventory accounts and credit card clearing accounts for campus areas. | <ul style="list-style-type: none"> ▪ Teams work within prescribed rules, guidelines, and policies and work is often transactional/ routine/cyclical in nature. |
| Interaction/ Communication | <ul style="list-style-type: none"> * Interviews individuals in the designated campus areas about their needs and makes decisions about object codes and account attributes which all contribute to the extraction of information at a very detailed level. * Prevents and corrects errors in the University's Accounting System by instructing Accounting System users in Accounting principles, theory and practice, and by defining the capabilities of the University financial System * Directs campus on interpreting and applying University, State and Federal rules to their financial transactions that have a direct result on the monthly and annual reporting * Interacts with designated campus areas' business officers and/or accounting staff to correct errors and increase efficiencies * Communicates with campus regarding updates to business rules, compliance / accounting concerns, etc. * Communicates effectively with the creator or business officer regarding documents for final approval with questions such as not enough funds, the document not being in line with the University, State and/or Federal guidelines * Communicates policy updates, accounting issues, and complex financial processes to CAPAC, CAAG, and/or departmental meetings | <ul style="list-style-type: none"> ▪ Adapts communication styles to differing audiences. |

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| University Impact | <ul style="list-style-type: none"> * Manages the operations of both Campus Services and CSU INTO within the division of Business and Financial Services. Campus Services exists to monitor financial activity within designated college areas and to analyze and interpret accounting information within the accounting system to develop internal control systems and to summarize and report financial information from the accounting systems in accordance with accounting principles standards, statutes, and regulations. Within BFS, INTO is an accounting function for CSU's partnership with CSU INTO which provides a seamless language transition into American university life and matriculation into CSU. | <ul style="list-style-type: none"> ▪ Department/unit focused. ▪ Work provided by the team has short-term (within one year) impact by nature. ▪ Directs the application or existing principles. |
| Financial/ Budget Responsibility | <ul style="list-style-type: none"> * Exercises authority over funds related to the designated campus areas. This involves monitoring and making decisions about accounts within the designated campus area. * Ensures every financial transaction routed for approval is in line with University, State and Federal rules * Applies discretion and judgment on approving financial transactions on a daily basis to ensure proper classification on the Financial Statements * Reviews and approves all business plans and billing rates for accounts that charge internally and/or externally before the business can begin operations * Guides campus on reports to help forecast their budgets to ensure appropriate spending * Analyzes reports for trends to see if the forecast is appropriate based on historical data | <ul style="list-style-type: none"> ▪ Takes action to monitor costs of work team. ▪ May contribute to the department's fiscal management. |
| People Management | <ul style="list-style-type: none"> * Manages 3 employees for pay reviews, performance management and resource planning. Assigns tasks, monitors progress and workflow | <ul style="list-style-type: none"> ▪ Manages teams typically comprised of technical / administrative support roles that are homogeneous in nature. ▪ May have people management responsibility for pay reviews, performance management, and resource planning. |