As the University of California's first law school, UC Hastings College of the Law boasts a rich history of achievement in the field of legal education. Established in 1878 and located in San Francisco's Civic Center district, our vibrant institution provides outstanding instruction for nearly 1,200 students from more than 120 universities and colleges across the country. We also provide an innovative, fun and rewarding work environment for our valued employees. As a member of our team, you will enjoy a warm-hearted, deeply committed group of co-workers, a dynamic community of faculty and students, as well as an excellent benefits package.

ASSOCIATE DIRECTOR OF FISCAL SERVICES – ACCOUNTING AND REPORTING

Fiscal Services

Classification: Level 5/Associate Director (Management)/ Class Code 6250/Full Time/Exempt/Benefitted

Hiring Salary Range: $86,525 - $121,133 annually (commensurate with qualifications)

Posting Date: April 19, 2013 (Repost)

THE ROLE
Under the direction of the Controller, the Associate Director of Fiscal Services is responsible for managing and supervising the College’s accounting and reporting functions. This includes maintaining and managing the general ledger, chart of accounts, internal control systems, the College’s year-end financial audits, accounting for capital assets, managing the distribution of investment activity, preparing tax returns and financial statements and reports for the College and the UC Hastings Foundation, and providing post award grant management services for both federal and private grants. Further, the Associate Director provides leadership and support in the absence of the Controller.

The incumbent must be hands on and actively manage and prepare high-level, complex accounting and financial transactions and financial statements in compliance with GAAP and GASB accounting standards. The incumbent will supervise and develop both professional and clerical level staff. Additionally, the incumbent will coordinate and supervise the College’s year-end audit and work collaboratively with the Chief Financial Officer, Controller and Associate Director of Fiscal Operations. The incumbent will also provide fiscal leadership and excellent customer service to the UC Hastings community, ensure the integrity of the College’s financial transactions and reports, work to maintain a strong internal control environment and strive to continuously improve financial and business systems.

RESPONSIBILITIES
Typical duties and responsibilities consist of, but are not limited to, the following:

• Supervises, trains and develops clerical and professional staff;
• Translates accounting and auditing standards and the application to the College; researches the potential impact of new pronouncements in coordination with the College’s auditors, plans for and implements new accounting pronouncements, trains staff and modifies business systems and processes as needed to ensure compliance;
• Ensures accounting and financial transactions and financial reports are accurate and maintained in accordance with generally accepted accounting principles (GAAP) and in compliance with the standards of the Governmental Accounting Standards Board (GASB);
• Manages and maintains the College’s general ledger, including the chart of accounts in accordance with fund accounting principles;
• Oversees all asset and liability account reconciliations including the pooled investments and capital asset sub-ledgers;
• Prepares financial statements and reports for the College, the UC Hastings Foundation, College departments and Research Centers;
• Plans, schedules and coordinates the College’s year-end financial and A-133 federal audit, coordinates with staff the completion of audit schedules and ensures the College’s year-end audit is completed on-time and within budget;
• Prepares variance, trend, benchmark and fluctuation analysis of the College’s financial data in written and graphical form and presents results to various audiences including Senior Management, the Board of Directors and their various committees;
• Performs post-award grant management activities and services;
• Carries out duties and responsibilities following the principles of the Office of Fiscal Services’ “Model of Customer Service”;
• Manages the College’s financial internal control systems and framework and conducts assessments and compliance reviews;
• Coordinates the implementation of any corrective action plans/audit findings;
• Supervises the recording and verification of the parking garage revenues and related reconciliations;
• Assists with special projects and tasks and completes other duties as required.

REQUIREMENTS

EDUCATION AND EXPERIENCE
• Bachelor’s Degree preferably in Business, Accounting, Mathematics or related discipline; advanced degree preferred;
• Minimum of seven (7) years of significant progressive, professional and relevant experience and responsibility in the field of accounting or business of which at least three (3) years in a management capacity;
• CPA required; internal audit certification preferred;
• Demonstrated track record of successfully managing complex projects requiring close collaboration between operational and financial systems, or an equivalent combination of skills and experience;
• Technical training and experience must be with current technology and at a level sufficient to perform complex and high-level accounting tasks and analysis or an equivalent combination of education and experience;
• Preference for membership in the American Institute of Certified Public Accountants (AICPA) or in the Institute of Internal Auditors (IIA).

KNOWLEDGE, SKILLS & ABILITIES
• Collaborate and work effectively with the Controller, Board of Directors’ Committee on Finance and the Audit Sub-Committee, the CFO, members of the Fiscal staff and the UC Hastings community;
• Assess and translate accounting and auditing standards for impact and implementation;
• Analyze complex financial data efficiently and effectively communicate the results;
• Recommend, implement, and document effective internal control systems;
• Communicate professionally both orally and in writing;
• Initiate and plan creatively and resourcefully;
• Must be able to lead, train and develop staff and manage performance;
• Have strong problem solving skills;
• Be able to work and independently with discipline to manage time to ensure deadlines are met;
• Must be customer service oriented and dedicated to the principles of continuous improvement;
• Work products must be professional, comprehensive, accurate, precise and reflect the implications of decisions;
• Must be able to think creatively, promote change and effectively implement new processes;
• Must be proficient using Adobe Acrobat and Microsoft Office software including Word, Excel, and Outlook;
• Preference for knowledge and experience with Synoptix, FRx or other financial reporting software and Datatel's Colleague relational database software and its query language.

BENEFITS
• Health, dental and vision care insurance plans
• Life Insurance
• UCRP Retirement Plan
• Disability Insurance
• Legal Insurance
• 3+ weeks of vacation starting the first year for full-time employees
• 8 hours accrued sick leave per qualifying month of service for full-time employees
• Thirteen paid holidays per year
• Credit Union
• Pre-Tax Transport Program

THE HIRING PROCESS
To apply, go to:
http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Associate%20Director%20of%20Fiscal%20Services%20-%20Accounting%20and%20Reporting%20-%20Fiscal%20April%202013

Failure to provide the information as required on the application form including attaching a cover letter and a resume may immediately disqualify an applicant from employment consideration.

**This position has been designated as “sensitive” and requires a pre-employment background check.

WHAT TO EXPECT
Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. The position is open until filled.

UC Hastings College of the Law is an Equal Opportunity Employer