As the University of California’s first law school, UC Hastings College of the Law is ABA and WASC accredited and committed to outcomes-based education and assessment. It 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 dynamic community in which you will interact with staff, faculty and students.

Sr. Accounting Technician, Accounts Payable
(Temporary 1 year appointment)
Office of Fiscal Services

Classification: Level 2 / Class Code 2215 / Full Time / Non-Exempt / Benefited / Represented
Hiring Salary Range: $43,508 - $61,342 annually (commensurate with qualifications)
Posting Date: May 9, 2014

THE ROLE
UC Hastings is seeking a Sr. Accounting Technician in Accounts Payable. The College is implementing Concur Expense and Invoice solutions and is seeking a skilled, customer service oriented Accounts Payable professional who has extensive experience implementing, training end users and working with Concur’s back office functions. Due to the Concur implementation, this position is limited to a term of one-year. At the end of one-year, a staffing needs assessment will be made.

RESPONSIBILITIES
Typical duties include but are not limited to the following:

- Assist with the implementation and roll out Concur Expense and Invoice including process and approver workflow design, testing, end-user training, and reporting;
- Manage the on-line help desk for end users with questions about Concur for invoice and expense processing;
- Process invoices and expenses into Concur as needed;
- Process procurement card transactions through both Concur and through the Wells Fargo portal system;
- Process student financial aid refunds, adhering to the strict timelines outlined by the Department of Education;
- Process disbursements for student organizations and act as the AP liaison with students;
- Review and audit invoices and expenses for compliance with College policy and procedures, resolving issues in a timely manner and communicating discrepancies back to the end-user;
- Process disbursements, both ACH and paper checks, for payment requests made through Concur and the legacy workflows;
- Research and respond timely to vendor inquiries regarding the payment of outstanding invoices;
- Research and respond timely to students and employees regarding the payment of various disbursement requests;
- Assist in processing vendor 1099 forms;
- File disbursement documents;
- Assist with the year-end audit including preparing reports and retrieving documents for auditor review;
- Create and maintain Accounts Payable reports and documentation as needed.

**REQUIREMENTS**

**EDUCATION AND EXPERIENCE**
- Requires graduation from high school, supplemented by college-level Introduction to Financial and Managerial accounting classes, and at least two years of responsible experience in accounts payable utilizing an ERP system and one to two years of experience in Concur Expense and Invoice processing and reporting solution, preferably as a process, or any equivalent combination of training and experience which results in the possession of the knowledge, skills, and abilities above;
- Knowledge of the full Accounts Payable system including the use of encumbrances, verification of invoices and cost center coding, compliance review, processing pre-paid transactions, aging according to vendor terms and conditions, confirmation of receipt of goods and services;
- Knowledge of internal control systems in support of the Accounts Payable functions;
- Preference for experience working with Ellucian’s Colleague ERP system and the Informer report writing tool;
- Preference for experience with implementing and training end users on the new processes in Concur;
- Must have a strong knowledge and understanding of Generally Accepted Accounting Principles (GAAP);
- Preference for knowledge of the Wells Fargo CCER one-card system.

**KNOWLEDGE, SKILLS & ABILITIES.**
- Strong customer service skills; ability to assist student and employee throughout all levels of the organizations;
- Work independently and collaboratively to problem solve;
- Effective written and oral communication skills for a varied group of customers and stakeholder;
- Multi-task in a complex, fast-paced, high volume environment and manage time to meet multiple deadlines;
- Carry out oral and written instructions;
- Ability to be detail oriented and complete tasks efficiently and on-time;
- Ability to work effectively and professionally in a shared work space;
- Skilled at using Microsoft Excel, Outlook, Word, Adobe Acrobat.

**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=Sr%20Accounting%20Technician%20-%20Fiscal%20Services%20May2014
Failure to provide the information as required on the application form including attaching a cover letter and a resume shall 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. **A skills assessment will be conducted to determine if the minimum requirements are met.** 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*