

WORKING TITLE	Accountant
PAYROLL CLASSIFICATION	Accountant II (E2262) or III (E2263) – Depending upon experience
DEPARTMENT	CSULB Research Foundation Business Office
STATUS	Fulltime, Benefitted, Exempt
POSTING DATE	2/25/2025
POSITION NUMBER	2692

ESSENTIAL DUTIES AND RESPONSIBILITIES K4d ()1.9 (iahEMC;101c 020 pEMC;10r

Working knowledge and experience with Microsoft Office to prepare clear and accurate financial reports;
Ability to utilize problem-solving techniques in finding solutions to complex accounting problems;
Ability to make sound decisions and recommendations regarding accounting activities and financial reports on special projects;
Ability to communicate clearly and professionally orally and in writing within the department and political environment
Possess strong attention to detail
Experience with Peoplesoft Financials preferred.

Overtime may be required during the Research Foundation audit period and other critical times.

Must be able to accept constructive criticism, prioritize workload, be dependable, behave professionally and positively with others. Regular, punctual attendance required. This position is employed through the CSULB Research Foundation. Employment is at will.

POST OFFER BACKGROUND CHECK REQUIREMENT

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

: \$3,333.33-\$3,750.00 per pay period (24 per year)/(Equivalent of \$90,000 annually)

: Open Until Filled

: In order to be considered for this position, please submit the required information as soon as possible. The selection committee will review applications, interview qualified candidates and close the position anytime on or after 4 weeks from the post date listed above. Removal of a position from our website is indication that the position is filled.

APPLICANT PROCEDURE

Interested individuals should forward their cover letter and completed employment application referencing the position number to:

