UNIVERSITY OF CALIFORNIA, RIVERSIDE
INVITES APPLICATIONS FOR THE POSITION OF

PLANT ACCOUNTANT

About UC Riverside:
In the Heart of Inland Southern California, UC Riverside is located on nearly 1,200 acres near Box Springs Mountain in Southern California, the park-like campus provides convenient access to the vibrant and growing Inland region. The campus is a living laboratory for the exploration of issues critical to growing communities — air, water, energy, transportation, politics, the arts, history and culture. UCR gives every student the resources to explore, engage, imagine and excel.

At UC Riverside we celebrate diversity and are proud of our #4 ranking among the nation for most diverse universities (US News and World Report 2011). Become part of a place that fosters success for all its constituents, students, faculty, and staff, and where work/life balance and campus culture are integral to our way of life. UCR is ranked 41st among top public universities (US News and World Report 2011) and is an affirmative action and equal opportunity employer, with a commitment to workforce diversity.

About Financial Services:
The Financial Services division provides prompt and reliable accounting and payroll services, ensures accurate financial information and reporting, and complies with applicable laws, regulations, policies and procedures. In support of our mission, we promote and improve the effectiveness and efficiency of our operation by working closely with the campus community and Computing & Communications to improve applications and reporting tools through participation in various workgroups and committees; developing and participating in training/workshops to disseminate information on our applications, tools, policies and procedures; leveraging technology to ensure financial information is readily accessible and available; and contributing to the control environment through interactions with the campus community.

Essential Functions:
Within the General Accounting section of the Accounting Office, this position is responsible for the University’s Plant (fixed asset) accounting. UC annual capital expenditures are approximately $50 million; as of fiscal year end 2011/12, UCR capital assets were valued at $1.5 billion. Responsibilities include preparing allocations/transfer/claims for plant projects from various funding sources, coordinating drawdown, repayment, and recording of debt. Oversees payments to contractors, architects, engineers, consultants, and other vendors in accordance with agreements and limitations. Incumbent reviews legal documents (e.g. Stop Notices, Prevailing Wage Claims) for validity/conformance and prepares related correspondence. Responsible for preparation of all plant related fiscal year end closing entries (e.g. capitalization) and reports. Acts as campus liaison with Office of the President on plant issues. Interacts with Capital Resource Management, Architects & Engineers, Resource Planning & Budget, and other campus departments on plant accounting matters.

Key Responsibilities Include:
Planning, Design and Construction Project Accounting Activities

- Coordinate with Capital Resource Management, Capital Finance, Architects & Engineers and Physical Plant on the timely and accurate processing of payments to contractors, architects, engineers, consultants, and other vendors for plant related activity. Apply knowledge of escrows, retentions, and claims (e.g. Stop Notices) process.


- Responsible for appropriate budgetary allocations and financial fund transfers to plant projects from a variety of sources. Apply knowledge of various funding restrictions related to plant activity and appropriate use of transaction codes. Reconcile and/or perform variance analysis on the related balance sheet account based on risk assessment.

- For debt-financed projects, responsible for timely drawdown requests, repayments, establishment/reduction of associated liabilities (e.g. retirement of indebtedness) and associated reports.

- Responsible for preparation and timely submission of monthly State Claims and No-Warrant Claims on state appropriations for capital projects. Coordinate final submission prior to expiration date with appropriate offices. Follow up on unpaid claims.


- Review Physical Plant Construction and Repair (C&R) requests for appropriate coding. Prepare necessary financial transfers to Plant funds.

- Maintain database and files on all plant projects, contract balances and stop notices.

- Review erroneous FAU combination coding and coordinate corrections.

- Participate in campus workgroups to streamline processes to improve efficiency and controls, improve dissemination of plant related information, and assist with mapping of UCRFS data for integration into capital project systems to improve integrity of data.

- Assist campus departments with questions regarding plant activity.

- Coordinate agenda items for monthly plant meetings with Capital Resource Management, Capital Finance, Architects and Engineers, Resource Planning & Budget, and Accounting.
Key Responsibilities Continued:

**Fixed Assets**

- Responsible for mid-year and year-end capitalization and reconciliation of land, buildings, general improvements, infrastructure assets, software, library collections, intangible assets, etc. Calculate and record capitalized interest. Prepare entries in accordance with the requirements of GASB 34.

- Coordinate mid-year and year-end equipment capitalization, reconciliation, reports and exhibits, and ensure compliance with GASB requirements.

- Responsible for ensuring compliance and coordinating efforts on all GASB reporting requirements related to plant and fixed assets.

- Gather information from various offices regarding write-offs and disposals of capital assets and book appropriate journal entries.

- Review and book non-monetary gifts of capital assets processed based on the Gift Acceptance and Equipment Management reports.

- Responsible for initiating and reviewing of annual Capital Asset file submission (CFAST) prior to coordinating submission of file with Computing. Prepare related reconciliation for submission to UCOP.

- Coordinate Capital Equipment file submission (EF100) with Computing and Equipment Management; prepare related reconciliation for submission to UCOP.

- Coordinate updates to the useful life override data for depreciation purposes with Capital Resource Management and Equipment Management. Responsible for coordination of other information requests from OP on accumulated depreciation and preparation of accumulated depreciation journal entries.

- Coordinate the review and adjustment of impaired capital assets with relevant campus parties (e.g. Capital Resource Management, Capital Finance, Computing, Equipment Management, etc.) according to GASB42.

- Review and distribute official campus asset listing as requested.

- Coordinate establishment of appropriate asset codes in UCRFS.

- Coordinate appropriate journal entries related to transferred assets with other UC campuses.

- Review the equipment inventory reports on a monthly basis and accumulate information to ensure proper year-end capitalization journals are prepared.

- Responsible for the accurate recording of capital leases and establishment of liabilities. Requires coordination with Accounts Payable.

- Responsible for maintaining records related to fixed assets.

- Develop processes to streamline processes to improve efficiency and integrity of data.

- Fiscal Closing and Update the Accounting Office Year-End Closing Task list based on the UCOP Closing Steps and other requirements.

- Responsible for fiscal year end capitalization and construction in process journal entries. This process involves accumulating related information and coordinating determination of assets meeting capitalization completion threshold with Capital Programs-Architects & Engineers. Develop specifications to automated and/or improve processes as necessary.

- Query financial system and determine amounts of capital expenditures to be eliminated from current funds.

- Close expenditures on renewal and replacement funds to fund balance per GASB requirements.

- Responsible for the gathering of information and the preparation of various year-end reports and exhibits related to unexpended plant, retirement of indebtedness, investment in plant, and renewal & replacement activity.


- Prepare necessary hand-postings via the UC FJE system, evaluate necessity for new-year adjustment, and prepare new year journal entries as appropriate.

- Respond to information requests from external auditors and others related to plant as required.

- Responsible for all plant related closing items appearing on UCOP Closing Steps and other closing entries as necessary.

**General Accounting and Other**

- Back up to the General Accounting Supervisor in his/her absence. Requires knowledge of the general operations/services of the General Accounting section, Service & Auxiliary Enterprises accounting, loan fund accounting, and month end closing procedures, etc.

- Assist with the preparation of the Statement of Revenue and Expenses and the “Provide by Client”Â items for the annual NCAA audit.

- Process the daily UCRFS Payment Cycle or the UCRFS Journal Generation. These tasks to be shared with the General Accounting Supervisor. The Plant Accountant will be responsible for process one or the other, and the General Accounting Supervisor will do whichever task the Plant Accountant does not do.

- Initiate wires in the absence of the Cash Accountant.

- Assist with the State Board of Equalization audits.

- Assist with the annual petty cash and change fund audits conducted by Accounting.

- Provide guidance and direction to Accounting Office personnel assisting with Plant related functions.

- Post Audit Notification (PAN) reviews as assigned.

- Assist campus departments with questions related to the general ledger and special projects and other duties as assigned.
Minimum Requirements:
- Bachelor’s Degree in Accounting (or related field) AND four years of progressively responsible, recent experience in accounting at the professional accountant level; or an equivalent combination of education and experience (The education at a minimum will include college level coursework in financial accounting and managerial accounting.)
- Substantial experience using a modern financial system to monitor financial status and prepare/analyze management level reports.
- Knowledge of effective cash management practices and demonstrated experience with cash management programs.
- Demonstrated experience preparing complex journal entries that are in compliance with GAAP, GASB and institutional requirements.
- Demonstrated experience querying, analyzing and forecasting financial data using PC based tools and on-line systems. Proven experience utilizing financial tools to improve processes.
- Demonstrated experience in independently researching questions and making appropriate contacts for information gathering and problem resolution.
- Extensive experience reconciling complex balance sheet accounts and researching/resolving discrepancies.
- Demonstrated advanced skills with PC and web-based applications including Microsoft Windows, Excel, Word, and Access. Experience with Internet search engines for data gathering purposes.
- Experience in effectively communicating complex policy and procedures (both orally and in writing) using tact and diplomacy.
- Skill in providing superior customer service and maintaining a calm and even tempered composure when conflict arises.
- Successful experience in exchanging ideas, information, and opinions with other to reach solutions.
- Skill in the practical application of fractions, percentages, ratios, proportions, and algebra.
- Successful experience interpreting and applying complex policy.
- Keen eye for detail to ensure correct coding of data and to discern data anomalies.
- Demonstrated ability to prioritize work and complete multiple projects with overlapping timelines.
- Demonstrated experience in maintaining effective working relationships with a diverse University community.
- Skill in determining the long-term outcomes of a change in design or operations.
- Skill in working as part of a team and collaborating with colleagues as well as establishing and maintaining cooperative working relationships.
- Hired applicant must successfully pass a background check through the Department of Justice.

Preferred Qualifications:
- Masters degree in Accounting (or related field).
- Demonstrated experience with University of California, Riverside Financial System-UCRFS and/or Peoplesoft.
- Demonstrated experience with UCRFSTotals.
- Demonstrated experience in a Fund Accounting work environment.
- Demonstrated knowledge of UC accounting policy, procedures and practices.
- Demonstrated knowledge of UC business and financial policy and procedures.
- Demonstrated experiences accounting for plant/fixed assets.

Conditions of Employment:
This is a full-time, career position. The standard work schedule is Monday - Friday, 8:00 a.m. to 5:00 p.m. The budgeted annual starting salary range for this position is $48,678 - $74,144. All UCR employees are required, as a condition of employment, to successfully complete a background investigation through the U.S. Dept. of Justice.

Benefits of Belonging:
We offer a comprehensive compensation and benefits package. For information about our generous employee benefits package, please visit our website At Your Service: http://atyourservice.ucop.edu/employees/new_employee/orientation.html.

Application Instructions:
To apply for this position, please click the HR JOBS link at the bottom of this page, if you are viewing this flier on the UCR Finance and Business Operations website. You may also apply for this position by visiting our website http://jobs.ucr.edu and selecting the browse jobs link. The Plant Accountant position number is 201303087289.

Filing Date: Open Until Filled