CSUN's Commitment to You

CSUN is committed to achieving excellence through teaching, scholarship, learning and inclusion. Our values include a respect for all people, building partnerships with the community and the encouragement of innovation, experimentation and creativity. CSUN strives to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. CSUN is especially interested in candidates who make contributions to equity and inclusion in the pursuit of excellence for all members of the university community.

About the University

One of the largest universities in the country, California State University, Northridge (CSUN) is an urban, comprehensive university that delivers award-winning undergraduate and graduate programs to nearly 40,000 students annually and counts more than 330,000 alumni who elevate Southern California and beyond. Since its founding in 1958, CSUN has made a significant and long-term economic impact on California, generating nearly $1.9 billion in economic impact and more than 11,700 jobs each year. The LAEDC recognized CSUN as its 2015 Eddy Award winner for its positive economic impact. Serving more students on Pell Grants than any other institution in California, CSUN is also a social elevator and one of the most diverse universities in the country. CSUN ranks 13th in awarding bachelor's degrees to underrepresented minority students and seventh in bachelor's degrees to Latino students, serves the 13th largest Jewish student population, and enrolls the largest number of students who are Deaf and hard-of-hearing of any U.S. state university. The journal Nature recently named CSUN a Rising Star for scientific research, and the NSF ranks CSUN in the top five nationally among similar institutions for graduates who go on to earn doctorates in the sciences. CSUN is where individuals rise. And through them, so does Greater Los Angeles and beyond.

About the Department

The California State University, Northridge's Oviatt Library provides educational, cultural, and information services and resources to the students and faculty. Its primary mission is to support and supplement classroom and independent learning; facilitate student and faculty research; and provide students with lifelong skills in identifying, locating, evaluating, and synthesizing information. More than 22,000 students participate in formal library instruction on an annual basis. The Library's collections include more than 1.4 million volumes, and subscriptions to more than 72,000 journals. Access is provided to more than 200 online databases and some 425,000 eBooks. Specialized service areas include a music and media center, assistive technology labs, special collections and archives, teacher's curriculum center, and student access computer labs containing more than 300 workstations, laptops, and tablets. Current Library faculty and staff include approximately 25 tenure-track full-time librarians and 60 full-time
paraprofessionals. CSUN ScholarWorks Open Access Repository is the university's institutional repository, the archive and distribution platform for faculty research and instructional materials, student work, and the university's public-facing documents.

**Major Duties**

Under general supervision, the Accounts Payable Specialist is responsible for Library materials acquisitions and other direct payments as needed. The incumbent is in charge of payment of all Library materials invoices, review of statements, and vendor reconciliations; resolves tax information issues; processes payment requests for Library materials through the Unified Library Management System (ULMS), and ensures timely payments in the Common Financial Systems (CFS); performs weekly reconciliation reports between ULMS and the campus SOLAR financial system; prepares Excel batch reports for invoice balances, fund balances, and tax balances; works closely with campus Accounts Payable Manager and staff to ensure the Library accounting procedures are in line with the campus financial system and Generally Accepted Accounting Principles; researches and resolves invoicing and voucher problems, checks payments for accuracy, and resolves problems related to vendor information; runs voucher reports; reviews vendor information, requests creation of records for new vendors, and requests changes as needed to existing vendor records; prepares reports for monthly budget meetings; coordinates all accounting functions related to the closing of the fiscal year in ULMS; analyzes and monitors the Library materials budget and funds management; serves as liaison between the Library, campus Financial and Accounting Services, and the Library Collection Access and Management Service Department; works with the Financial and Procurement Supervisor in analyzing and monitoring weekly and monthly accounting input and source documents, audit requirements, and multiple miscellaneous manual ledgers; independently reconciles with vendors any discrepancies relating to receipt and payment of Library materials; evaluates and updates policies and procedures as changes occur within the CSU and/or campus Financial and Accounting services; works on special projects; and performs other duties as assigned.

**Qualifications**

Equivalent to three years of full-time, progressively responsible financial record-keeping experience that has provided the knowledge and abilities listed or any equivalent combination of college education in a job related field and experience that provides the required knowledge and abilities.

**Knowledge, Skills & Abilities**

Thorough knowledge of financial record-keeping methods, procedures, and practices; arithmetic; and general office procedures. General knowledge of governmental financial record-keeping methods. Ability and specialized skills to: review financial documents for accuracy, completeness, validity, and adherence to standards; compute and post figures rapidly and accurately; utilize a calculator; maintain files and records; identify, trace, and correct errors; follow directions; interpret and apply written rules and regulations; operate and use standard office machines and software including but not limited to Unified Library Management System (ULMS), Microsoft Office, and Oracle's PeopleSoft; apply accounting procedures and practices.
to the analysis of complex accounting problems; analyze and interpret accounting data; prepare clear and accurate financial statements and reports; work independently; make sound decisions and recommendations regarding activities; and establish and maintain effective working relationships with others.

**Pay, Benefits, & Work Schedule**

The university offers an excellent benefits package.

The salary range for this classification is: $3010 - $4986 per month.

The anticipated HIRING RANGE: $3010 - $3,900 dependent upon qualifications and experience.

HOURS: Full Time; 40 hours per week; 8:00am - 5:00pm, Monday through Friday.

REG: This is a Regular position with a one-year probationary period.

**General Information**

This position is a sensitive position as designated by the CSU.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

**How To Apply**


Applications received prior to March 7, 2018 will be considered in the initial screening and will continue until position is filled.

In order to be considered in the initial review, applications must be submitted prior to the date listed above. Application submissions received after the application screening date will be reviewed at the discretion of the University.

For more detailed information on the application and hiring process, please visit the link below: [http://www.csun.edu/careers](http://www.csun.edu/careers).

**Equal Employment Opportunity**

California State University, Northridge is an Affirmative Action/Equal Opportunity Employer. We consider applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical
condition, marital status, veteran status, or disability. Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting Recruitment Services.