

Hsiu-Wen Pai

June 30, 2023



Dear Hsui-Wen:

I am pleased to offer you the position of Senior Accounts (Accounts Payable) for Associated Students Inc., California State University, Fullerton.

Attached you will find a job description, which outlines the specific duties for the position we are offering you. Also listed below are employee benefits and other specifics of your employment with Associated Students Inc., California State University Fullerton. Your responsibilities are provided in the attached job description and include other duties as assigned by your immediate supervisor, or other member of ASI Management.

- 1) In this exempt role, your annual compensation rate will be \$85,000. You will be classified as an exempt employee, which means that you will not be eligible for overtime pay.
- 2) You will report to Lusia Komala, Accounting Manager and she can be reached by email at lkomala@fullerton.edu or 657-278-4215.
- 3) Your work schedule will be 8:00am-5:00pm, Monday through Friday unless circumstances warrant adjusting that schedule, and being approved by your immediate supervisor. You are required to take at least a 30 minute unpaid lunch break, to begin by the end of the 5th hour of work, and you will be entitled to 2-10 minute paid rest breaks in an 8 hour shift. The timing of those rest breaks should be agreed upon between you and your immediate supervisor.
- 4) Your first 90 days of employment with Associated Students, CSUF, Inc. is considered an Introductory Period. Completion of the Introductory Period does not guarantee continued employment for any specified period of time.
- 5) Your employment is At-Will, meaning you are free to leave Associated Students, CSUF, Inc. at any time, without cause and/or notice, and Associated Students, CSUF, Inc. likewise has the right to terminate your employment at any time, with or without cause or notice. Only the Executive Director has authority to enter into any agreement for employment.
- 6) Benefits include accrual of 6.67 hours of vacation and 8 hours sick leave per month. You will be eligible to participate in the health, dental, and vision insurance program the first day of the month following your effective date of employment.
- 7) Our offer to hire you is contingent upon the following:
 - (a) Submission of satisfactory proof of identity along with your legal authorization to work in the United States. A list of the documents to verify your identity and your authorization to work in the United States is available at the U.S. Citizenship and Immigration Services website: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents> Details as well as instructions regarding your personal documentation are provided through this link. Please bring your documents with you on your first day of work. Failure to provide sufficient proof of identity and work authorization may delay your start and could potentially invalidate this offer of employment.
 - (b) As a requirement of your employment on the CSU Fullerton campus and in order to add you to the CSU-Fullerton systems and directories, you will be required to produce your Social Security Card.
 - (c) Your employment is also contingent upon acceptable screenings prior to your first day of employment. These include:

- (i) Reference Check
- (ii) Pre-Employment Screening
- (iii) LiveScan Screening

- 8) Effective date of hire, you will be automatically enrolled in CalPERS Retirement at Tier 3, where 8.5% of your salary will be deducted from your paycheck on each pay date. The current PEPRA calculation is 2% at 62. If you have any further questions, please contact CalPERS directly.
- 9) Although your initial assignment is in the Finance and Accounting Department, you may be transferred to another department as business needs dictate.
- 10) Following the receipt of your signed acceptance of this offer letter and job description along with the completion of all contingencies listed in section 7 of this letter, unless otherwise negotiated, you may begin your employment with Associated Students Inc., CSUF. You will be contacted by Human Resources to set your start date. You may report directly to Human Resources at 8:30 AM beginning your first day.

If you agree with and accept the terms of this employment, please sign below, and return this letter to our office.

It is with great pleasure that we welcome you to the Associated Students Inc., CSUF team. We look forward to a mutually successful business relationship. If there is anything that we can do in order to make your employment with Associated Students Inc., CSUF successful and enjoyable, please don't hesitate to contact me, your supervisor, or ASI Management.

Sincerely,

Dave Edwards
Executive Director
Associated Students Inc., CSU Fullerton
657-278-7740

CC: Andrea Okoh, Human Resources Director

I, _____, accept the terms of this offer of employment as stated in this letter, meaning you are free to leave Associated Students, CSUF, Inc. at any time, without cause and/or notice, and Associated Students, CSUF, Inc. likewise has the right to terminate your employment at any time, with or without cause or notice. Only the Executive Director has authority to enter into any agreement for employment.

Accepted by: _____ Date: _____



**HUMAN
RESOURCES**

Job Description

Job title: Senior Accountant (Accounts Payable)

CSU Comparable:

Work Location: Titan Student Union

Division/Department: Administration/Finance & Accounting

Reports to: Accounting Manager

Supervisory Position

- ☐ Yes
☒ No

- ☒ **Exempt**
☐ **Nonexempt**

- ☒ **Staff**
☐ **Student**

- ☒ **Full-time**
☐ **Part-time**

The Senior Accountant (Accounts Payable) performs the management of accounts payable for the organization and related entities. The position will ensure all purchasing and check requests are completed timely and follow all ASI policies and procedures.

Management of Accounts Payable:

1. Manage and complete the AP process which begins with reviewing purchase requests, purchase orders and all check requests to ensure completeness, accuracy, and valid approvals. Ensures the accounting for the expense is accurate and is within prescribed budget.
2. Discusses any budget limitation with Budget Manager and makes suggestions for budget needs.
3. Communicates regularly with staff and or students who have submitted requests that need follow up and clarification. Discusses with them the issues needing resolution. Identifies areas for improvement in processes and procedure to streamline the submissions.
4. Responsible for clearing any issues with budget managers timely. Manages any issues and notifies the Accounting Manager of any outstanding items to ensure the timely payments are made on invoices.
5. Knowledgeable on expense coding, reviews expense accounts for proper classification, ensures expenses are accounted for in the proper period, assigns applicable account numbers and reconciles accounts. Notifies the Budget Manager or the Accounting Manager if there is any discrepancy in the coding.
6. Reconciles Accounts Payable monthly and ensure all prepaids are identified and recorded. Performs yearend review for accrual entries and participates in reconciliation annually.

Check and Payment Processing

1. Reviews all disbursement runs prior to printing to ensure completeness and accuracy to the invoices. Must be knowledgeable in all forms of disbursement including ACH, wire, and Digital disbursement. Verifies all entry is accurate and complete and that the check requests comply with ASI policies, procedures, and availability in accordance with the funding source (AS, CC, Athletics, TSC or IRA).
2. Prepares runs for review by Accounting Manager.
3. Executes payments in manner prescribed. Utilizes the Staff Accountant in support of the payment process.
4. Directs the Staff Accountant and/or performs the positive pay upload to the bank after any transaction run.

5. Processes checks on a regular weekly basis and establishes a process for notifying budget managers of the schedule. Works for all entities to ensure timely accurate payments.
6. Follows up annually with Staff Accountant to provide escheatment communications and payment to the State.

Credit Card Reconciliation and Recording

1. Reviews all credit card expense transactions in the Bank of America Works application. Reviews receipts to ensure they match to the transaction, that the receipt is detailed and that all required documentation is attached. Communicates any issues to the Accounting Manager for resolution.
2. Communicates regularly with credit card users to ensure prepaids and fixed asset purchases are properly approved before use of the credit card for purchases.
3. Follows up with credit card holders to ensure timely submission of their expenses. Communicates with the Accounting Manager prior to due date with any missing reports and attachments. Assists card holders with questions regarding use of the system. Provides training if necessary.
4. Reviews the monthly activity to ensure it agrees to amount paid to bank. Reconcile credit card payable monthly.

Accounting Office Support

1. Additional duties include the timely completion of work and reports associated with month-end, quarterly or annual reports and closings.
2. Ensures Accounting Office adherence to corporate records retention policy as it relates to financial data and documents. Coordinates record retention and archival materials.
3. Maintains all general accounting files, including the collection and maintenance of travel information and related documents on all individuals engaged in approved travel financed through ASI.
4. Seeks innovative ways of performing job tasks and participates in staff meetings identifying creative solutions to departmental issues or concerns.
5. Assists Chief Financial Officer, Accounting Manager, Senior Accountant, and staff with other accounting functions as need arises.

Education, Work Experience Requirements and Abilities:

Education:

BA in Accounting or Finance required.

Experience:

This role requires 7 to 10 years' experience with a strong knowledge of accounting principles regarding all aspects of Accounts Payable including purchasing, prepaids, and expense accruals.

Knowledge and Abilities:

- Thorough knowledge of accounting principles.
- Thorough knowledge of office methods, procedures, and equipment.
- Assist with policy and practice compliance.
- Trouble-shoot and resolve fiscal record-keeping and reporting errors; analyze computer financial records and trace errors.
- Ability to analyze data and draw logical conclusions.
- Make appropriate, independent business and customer service judgments.
- Work effectively with co-workers, customers, and others by sharing ideas in a constructive manner. The ability to listen to and objectively consider ideas and suggestions from others; keep commitments; keep others informed of work progress, timetables, and issues; address problems and issues constructively to find mutually acceptable and practical business solutions; address others by name, title or other respectful identifier and respect the diversity of our work force in actions, words, and deeds.
- Work effectively with moderate supervision.

Skills:

- Must be detail oriented.

- Must have, demonstrated ability to use current accounting software systems (Sage intact is a plus); Excellent excel skills and MS office applications.

Additional Requirements:Typical Physical Requirements:

Work is performed in a temperature-controlled office environment. Works with and around others; phone and one-to-one interaction.

Mental Requirements:

Financial analysis and mathematic skill, good business judgment, decision-making; reading, writing, attention to detail and good interactive and communication skill.

Typical Physical Conditions:

Manual dexterity, finger-hand manipulation; eye-hand coordination; corrected hearing and vision to normal range; verbal communication.

Special Requirements:

- Employment will be contingent on a satisfactory employment history and criminal background investigation.
- Required to be a Mandatory Reporter and sign ASI Mandatory Reporter Form.

Print Employee Name:**Employee signature:****Date:**