

## Position Opening

**POSITION:** Accounting Analyst

**STATUS:** Part-time / Non-benefitted / Non-exempt

**COMPENSATION:** \$23.00 - \$25.00 per hour

**DEPARTMENT:** Osher Lifelong Learning Institute (OLLI)

**LOCATION:** This position requires in-person work at the Osher Lifelong Learning Institute (OLLI) offices on the Chico State campus.

**RECRUITMENT ID:** 147

**RESIDENCY:** Candidate must be a California resident. Chico State Enterprises is not a sponsoring agency for staff and management positions (i.e. H-1B Visas).

**ESSENTIAL JOB FUNCTIONS:** Under the direction of the OLLI program manager, the accounting analyst manages and tracks OLLI's finances. The accounting analyst tracks OLLI expenses and revenues, maintains budgets and forecasts, reconciles all accounting activity, and prepares financial reports. The position is 15 hours per week, 48 weeks per year.

- Prepare, maintain, and analyze accounting records to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Manage OLLI accounts payable and accounts receivable activities, including preparing check requests and deposits, tracking status of requests, and reconciling requests to reports in OneSolution (Chico State Enterprises accounting software).
- Prepare and update OLLI budget, forecast, and cash flow documents.
- Prepare month-end and year-end reports.
- Maintain, analyze, and report on donation records tracking fundraising from members and business sponsors; work with volunteer letter-writers to ensure donor thank-you cards are sent in timely manner.
- Work with the project director and project manager to develop and complete reports for OLLI funders, staff, and members.
- Make occasional follow-up calls to members regarding payments due.
- Update and document new and existing accounting procedures and policies.
- Continually monitor the implementation and maintenance of accounting control procedures.
- Coordinate financial data, processes, and timelines with Chico State Enterprises and University Foundation policies.

### EMPLOYMENT STANDARDS:

- Minimum 3 years of experience in the management of financial systems and budgets, financial reporting, and financial data analysis
- Knowledge of generally accepted accounting practices and principles.
- Knowledge and experience of accounting computer applications.
- Experience with Microsoft Office Suite (Word, Excel, Outlook) or comparable program suites with proficiency in creating and working with Excel spreadsheets in a PC

environment.

- Demonstrated attention to detail and accuracy.
- Strong analytical skills.
- Demonstrated ability to draw conclusions and make recommendations based on data.
- Ability to organize resources and establish priorities.
- Ability to identify and analyze problems, as well as exercise judgment and strategic thinking when recommending or implementing solutions.

#### **COMPLIANCE REQUIREMENTS:**

- Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.

#### **HOW TO APPLY:**

To be considered, submit the following documents by **May 27th 2024**. Documents submitted after this date may not be considered.

- Resume
- Cover Letter

**BY DROP BOX:** <https://csuchico.app.box.com/f/c96a861212034f79a7428ca2cc198fe9>

**BY EMAIL:** [csejobs@csuchico.edu](mailto:csejobs@csuchico.edu)

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or [csejobs@csuchico.edu](mailto:csejobs@csuchico.edu) prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

#### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER:**

Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises' policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work.