POSITION: Assistant Director, Finance

SCHEDULE: Full-Time, Benefited, Exempt

LOCATION: The CSU, Chico Research Foundation is a 501(c)(3) public benefit corporation serving as an auxiliary organization to California State University, Chico. The purpose of the Foundation is to help develop and administer those activities that aid and supplement the educational mission of CSU, Chico, including managing externally funded projects oriented toward research, education, or public service; acting as a fiscal agent for numerous campus programs; providing fiscal management of fundraising and philanthropic endeavors on behalf of the University Foundation (a separate 501(c)(3) corporation).

ESSENTIAL JOB FUNCTIONS: Reporting to the Executive Director, this position oversees the day-to-day operations of the accounting department, including accounting, accounts payable, accounts receivable, and payroll. Accounting and reporting are prepared in accordance with GAAP, Federal and State compliance, and the CSU Chancellor’s Office policy guidance. This position prepares quarterly and annual financial reporting and coordinates fiscal year-end audit activity. The Assistant Director will maintain a documented system of accounting policies and procedures, ensuring internal controls and safeguards over cash receipts and disbursements. The Assistant Director manages the cash flow of the Foundation and accounts for invested assets. This position provides leadership in strengthening internal communications with staff, creating and promoting a positive and supportive work environment. The Assistant Director partners with the Executive Director to ensure the design of an organizational structure adequate for achieving the department’s goals and objectives.

EMPLOYMENT STANDARDS: By reference to prior experience, the successful candidate must be able to demonstrate the ability to perform the functions and duties described above. A Bachelor’s degree in accounting or business administration and five years of experience are required. Certified Public Accountant or Certified Management Accountant designations, or a Master of Business Administration (MBA) are preferred. Strong knowledge of GAAP is required, and experience with a 501(c)(3) non-profit corporation is preferred. Successful candidate will have experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments. Experience in grants management as it relates to compliance and reporting of government, corporate, and foundation grants is preferred. Candidate should have advanced knowledge of accounting and reporting software, and MS Excel, Word, and Outlook. Successful candidate must have strong interpersonal and communication skills. Candidate must be committed to recruiting, mentoring, training, and retaining a diverse team. Ability to pass a Department of Justice (DOJ)/Federal Bureau of Investigation (FBI) fingerprint clearance (referred to as Live Scan) prior to beginning employment. The candidate must possess a valid California Driver’s License and good driving record. Participation in the DMV Employer Pull Notice Program (driving record) will be required.

COMPENSATION: $6,250/month - $7,500/month + benefits. Pay commensurate with experience. Benefits include options for health, vision and/or dental insurance; employer contributions to a 403(b) retirement plan (beginning year 2); employer-paid life and disability insurance; and vacation, sick leave, and holidays. The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
The CSU, Chico Research Foundation 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 Research Foundation’s 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. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
APPLICATIONS: Applicants must submit a completed CSU, Chico Research Foundation application, cover letter, current resume and three professional references. Incomplete application packets will not be accepted. Open until filled. Application review begins September 9, 2016.

BY MAIL:  
CSU, Chico Research Foundation  
CSU, Chico, Building 25  
Chico, CA 95929-0246

IN PERSON:  
CSU, Chico Research Foundation  
25 Main Street, 2nd Floor suite 206  
Chico, CA

BY EMAIL:  
rfhrjobs@csuchico.edu

BY FAX: (530) 898-3391

For questions, please contact the Research Foundation Human Resources office:

BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/rfdn/

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