POSITION: Account Technician

SCHEDULE: 40 hours/week, 12 months, Hourly, Non-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: Under the direction of the Accounting Supervisor, this position compiles, processes and maintains accounts payable records. This position processes cash receipts as needed. The job responsibilities include: completing payment request verification processes, reviewing and processing payment requests and purchase orders, resolving discrepancies, tracking transactions and monitoring accounts to ensure that payments are up to date, maintaining accurate records, preparing journal entries, and other projects as assigned. This position requires proficiency in data entry and management, attention to detail and accuracy, good communication and problem-solving skills, excellent customer service to project directors and project/account support staff.

EMPLOYMENT STANDARDS: Two (2) years of experience in accounting related position required. Proficiency with MS Excel and Word required. Bachelor’s degree in Accounting preferred. Must possess excellent customer service skills, strong written and oral communication skills, strong problem solving and organizing skills, and attention to detail. Critical thinking skills are essential to providing the best information and guidance to the Foundation’s customers. The ability to recognize transactions that require additional attention from risk management is essential. Typing 40 wpm (current certificate required). 10-key proficient. Must receive a DOJ/Federal Bureau of Investigation (FBI) fingerprint clearance (referred to as Live Scan) prior to beginning employment.

COMPENSATION: $12.84 - $18.89 per hour + 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.

APPLICATIONS: Applicants must submit a completed CSU, Chico Research Foundation application, cover letter, current resume, typing certificate and three professional references. Incomplete application packets will not be accepted. Open until filled. Application review date extended to December 20, 2016. Applications received after December 19, 2016, may not be considered. Applications can be submitted:

BY MAIL: CSU, Chico Research Foundation
          CSU, Chico, Building 25
          Chico, CA 95928-5388

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

BY EMAIL: rfhjobs@csuchico.edu

BY FAX: (530) 898-3391

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.