POSITION: Account Technician  
Full-Time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 543

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 is responsible for recording revenue by verifying and posting receipts and resolving discrepancies. The job duties include invoicing, recording cash, checks, and credit card transactions; preparing accounts receivable aging; maintaining accurate records and other projects as needed. 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: 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. 10-key proficient. Must receive a DOJ/Federal Bureau of Investigation (FBI) fingerprint clearance (referred to as Live Scan) prior to beginning employment.

COMPENSATION: $2,270/month - $3,340.13/month + benefits. 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 May 17, 2017. Applications received after May 16, 2017, 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:  
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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