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

RECRUITMENT ID: 620

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).

COMPENSATION: $13.48 - $19.45 per hour, DOE

ESSENTIAL JOB FUNCTIONS: Under the direction of the Accounting Supervisor, this position is primarily responsible for compiling, processing and maintaining accounts payable records. This position will also process cash receipts as needed to provide backup for the Account Technician/Cashier. The job duties include:

- Completing payment request verification processes
- Reviewing and processing payment requests and purchase orders
- Recording cash, checks, and credit card transactions
- 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 or related field preferred. Prior experience as a bank teller/cashier 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 Department of Justice (DOI)/Federal Bureau of Investigation (FBI) fingerprint clearance (referred to as Live Scan) prior to beginning employment.

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 paid vacation, sick leave, and holidays.

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:

- CSU, Chico Research Foundation application
- Cover letter
- Current resume
- Three professional references

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.
APPLICATION DEADLINE: Open until filled. Application review begins on October 12, 2018. Applications received after 5:00 on October 11, 2018 may not be considered. Application 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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