POSITION: Accounting Supervisor – Open to current CSU, Chico Research Foundation Employees Only

SCHEDULE: Full-Time, Salaried, 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 Controller, duties and responsibilities for this position include:

- Manage accounts receivable. Includes: invoicing, check and cash receipts, customer relations, and accounts receivable aging.
- Manage, train, and develop accounts receivable staff.
- Support financial planning and budgeting by forecasting cash flows.
- Maintain Foundation merchant accounts and credit card payment receipts.
- Manage Foundation cash on hand and petty cash accounts.
- Develop, implement and maintain processes, procedures and policies over accounts receivable functions to ensure internal controls.
- Adhere to policies and guidelines as prescribed by the CSU Chancellor’s Office, CSU, Chico, and the Foundation.
- Ensure timely, accurate posting of transactions in accordance with GAAP.
- Provide accounting assistance to project directors and support staff; respond to financial questions/concerns to meet Foundation program needs.
- Support monthly and quarterly financial close processes and reporting, including administrative fee calculations and reconciliations.
- Work collaboratively with the Accounts Payable Supervisor to ensure timely and accurate reporting as needed.

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.

- Bachelor's degree or equivalent combination of education and experience.
- Bachelor's degree in business administration, accounting, finance, or related field preferred.
- Five or more years of accounting related experience.
- One or more years of leadership experience.
- Experience working with GAAP and accounting software.
- Strong interpersonal, oral communication, and written communication skills for interacting with project directors, faculty, and Foundation staff and management.
- Strong analytical and problem solving skills.
- Ability to pass a Department of Justice (DOJ)/Federal Bureau of Investigation (FBI) fingerprint clearance (referred to as Live Scan) prior to beginning employment.

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.
COMPENSATION: $4,250/month - $4,833/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.

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. Application deadline is January 18, 2017.** 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/](http://www.csuchico.edu/rfdn/)

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