POSITION: Administrative/Accounting Assistant

RECRUITMENT ID: 554

LOCATION: Center for Economic Development, 35 Main Street

SCHEDULE: Part-time, up to 29 hours per week (flexible schedule) / Hourly / Non-Exempt
Position contingent on grant funding

ESSENTIAL JOB FUNCTIONS: Under the direction and supervision of the Director of the Center for Economic Development (CED), performs a wide variety of administrative and finance/budget duties. Works with minimal supervision in a fast-paced, multi-tasking environment. Maintains absolute confidentiality. Coordinates day-to-day office operations. Prepares, coordinates, and maintains all personnel documentation for employees. Maintains and processes project financial records including: project budget tracking, monthly and quarterly financial report preparation, analysis of revenue and expenditures, and processing check requests. Manages the calendar and travel for the Director and staff. Handles correspondence. Reads and routes incoming mail. Organizes and maintains file systems, and files correspondence and other records. Answers incoming calls. Greets scheduled visitors and walk-ins (minimal). Orders and maintains supplies. Creates and maintains spreadsheets.

EMPLOYMENT STANDARDS:

- Preferred: Degree in Accounting or related field AND two years full-time experience in bookkeeping and/or accounting AND two years full-time administrative office experience
- Required: Graduation from high school AND two years full-time experience in bookkeeping and/or accounting AND two years full-time administrative office experience
- Ability to independently apply a wide variety of policies and procedures where specific guidelines may not exist.
- Strong attention to detail, and a strong working knowledge of budget policies and procedures.
- Ability to calculate rates and set up other complex spreadsheet formulas.
- Ability to track financial data. Ability to prepare clear and comprehensive budgets and reports.
- Ability to draft and compose professional correspondence and complex reports.
- Thorough knowledge of general office policies and procedures.
- Thorough knowledge of English grammar, punctuation, and spelling.
- Ability to independently handle multiple work priorities.

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.
• Ability to effectively handle a broad range of interpersonal contacts, including those at a higher level and those sensitive in nature.
• Excellent judgment, initiative, and organizational skills.
• Ability to form and maintain cooperative working relationships with a diverse population; and, function cooperatively and productively as a member of a unit.
• Strong knowledge with Microsoft Word, Excel and Outlook required. Knowledge of QuickBooks Pro required.
• Typing 40 wpm (current certificate required).

COMPENSATION: $16.00 – $23.00 per hour, DOE.
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: 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
• Current typing certificate with required 40 wpm or more

DEADLINE TO APPLY: Open until filled. Application review begins Wednesday, August 16, 2017. Applications received after Tuesday, August 15, 2017, may not be considered.

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

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

BY EMAIL: rfhrjobs@csuchico.edu

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

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

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