POSITION: Accountant
Full-Time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 540

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 orientated 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 Assistant Financial Director, this position prepares accounting for both the Research and University Foundations in the areas of investments, fixed assets, cash management, and other general ledger accounting. The Accountant administers requests for creation and closure of Foundation accounts and performs other general ledger maintenance and system tasks. This position supports the Assistant Financial Director in preparing bank reconciliations, preparing quarterly internal audit review, and participates in the preparation of the financial statements and tax returns for both Foundations.

EMPLOYMENT STANDARDS: Bachelor’s degree in Accounting is required. Proficiency with MS Excel and Word, and 10-key proficiency is desired. Must possess excellent customer service skills, strong written and oral communication skills, strong problem solving and organizing skills, and attention to detail. Knowledge of accounting principles is required.

COMPENSATION: $19.00 - $25.00 per hour plus 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 CSU, Chico. Employment is considered to be at-will. This position has access to sensitive information and is therefore subject to a complete background check.

APPLICATIONS: Applicants must submit a completed CSU, Chico Research Foundation application, cover letter, current resume and three professional references. The application can be found on our website. Incomplete application packets will not be accepted. Application review begins May 1, 2017. Applications received after April 30, 2017 may not be considered. Applications can be submitted:

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

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

BY EMAIL:  rfhrjobs@csuchico.edu

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

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.