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

RECRUITMENT ID: 696  
LOCATION: Chico State Enterprises (CSE) Business Services Department  
COMPENSATION: $19.00 - $28.49 per hour. Pay commensurate with experience.  

ESSENTIAL JOB FUNCTIONS: Under the direction of the Financial Director, this position prepares accounting for both CSE and the University Foundations in the areas of investments, fixed assets, cash management, and other general ledger accounting. The Accountant administers requests for the creation and closure of accounts and performs other general ledger maintenance and system tasks. This position supports the Financial Director in preparing bank reconciliations, preparing quarterly internal audit reviews, and participates in the preparation of the financial statements and tax returns.  

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. Experience with ONESolution accounting software is preferred.  

BENEFITS: Benefits for employees working 30 hours or more per week include employer paid life insurance ($50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 14 paid holidays including 1 personal holiday; vacation accrual (up to 24 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).  

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:  
• Chico State Enterprises application  
• Cover letter  
• Current resume  
• Three professional references  

APPLICATION DEADLINE: Application review begins December 5, 2019. Applications received after December 8, 2019 may not be considered.  
Applications can be submitted:  
BY MAIL:  
Chico State Enterprises  
25 Main Street, Suite 206  
Chico, CA 95928-5388  
BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/rfdn/  
The employer is Chico State Enterprises, 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  
Chico State Enterprises 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 Enterprises' 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.