POSITION OPENING

25 Main Street, Suite 206 | Chico, California 95928-5388 | Phone 530-898-6811 | Fax 530-898-3391 | www.csuchico.edu/cse

POSITION: Controller
Full-Time / Benefited / Salary / Exempt
RECRUITMENT ID: 707
LOCATION: Chico State Enterprises
COMPENSATION: $5,828/month - $7,902/month + benefits

ESSENTIAL JOB FUNCTIONS: Reporting to the Director of Finance and Accounting, this position oversees the day-to-day operations of the accounting department, including accounting, accounts payable, and accounts receivable. Accounting and reporting are prepared in accordance with GAAP, Federal and State compliance, and the CSU Chancellor’s Office policy guidance. The functions and duties of the Controller will include:

- Preparing quarterly and annual financial reporting and coordinating fiscal year-end audit activity
- Maintaining a documented system of accounting policies and procedures, ensuring internal controls and safeguards over cash receipts and disbursements
- Managing the cash flow of the organization and accounts for invested assets
- Providing leadership in strengthening internal communications with staff, creating and promoting a positive and supportive work environment
- Partnering with the Director of Finance and Accounting to ensure the design of an organizational structure adequate for achieving the department’s goals and objectives

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.

- **Required**
  - A Bachelor’s degree in accounting or business administration and five years of experience
  - Strong knowledge of GAAP
  - Advanced knowledge of accounting and reporting software, and MS Excel, Word, and Outlook
  - Experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, and accounting for investments
  - Strong interpersonal and communication skills
  - Committed to recruiting, mentoring, training, and retaining a diverse team
  - Ability to pass a Department of Justice (DOJ)/Federal Bureau of Investigation (FBI) fingerprint clearance (referred to as Live Scan) prior to beginning employment
  - Participation in a pre-employment personality test may be requested

- **Preferred**
  - Certified Public Accountant or Certified Management Accountant designations, or a Master of Business Administration (MBA)
  - Experience with a 501(c)(3) non-profit corporation
  - Experience in grants management as it relates to compliance and reporting of government, corporate, and foundation grants

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.
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: Open until filled.
Applications can be submitted:

BY MAIL: Chico State Enterprises
25 Main Street, Suite 206
Chico, CA 95928-5388

IN PERSON: Chico State Enterprises
25 Main Street, 2nd Floor suite 206
Chico, CA

BY EMAIL: csejobs@csuchico.edu

BY FAX: (530) 898-3391

For questions, please contact Chico State Enterprises Human Resources office:
BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/cse/

Chico State Enterprises is a 501(c)(3) public benefit corporation serving as an auxiliary organization to California State University, Chico. The purpose of Chico State Enterprises 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).

Employment is considered to be at-will.