Position Opening

POSITION: Accounting Technician
STATUS: Full-Time / Benefitted / Hourly / Non-Exempt
COMPENSATION: $19.44 - $26.65 per hour
DEPARTMENT: Chico State Enterprises - Administration
LOCATION: Chico State Enterprises; This is a hybrid work environment that is primarily in person at 25 Main Street, Chico, CA.
RECRUITMENT ID: 002
RESIDENCY: Candidate must be a California resident. Chico State Enterprises is not a sponsoring agency for staff and management positions (i.e. H-1B Visas).

ESSENTIAL JOB FUNCTIONS: Chico State Enterprises is seeking a candidate with a passion for accounting and equally impressive people skills. In this role, the Accounting Technician will have the opportunity to support some of Chico State’s most exciting, educational, and philanthropic initiatives. The Accounting Technician will be instrumental in facilitating accounting functions and business services for centers that operate through CSE. Join our team and be part of an organization that is facilitating the growth of the next generation of professionals.

Under the direction of the Accounting, Accounts Payable, or Procurement Services Manager, this position is primarily responsible for compiling, processing, and maintaining accurate financial records for CSE. The job duties of this position may include:

- Assisting with procurement card packet review and training of new procurement card users.
- Reviewing procurement documentation including, but not limited to, competitive bids, general terms and conditions and related property forms.
- Cash handling and deposit verification (cash, checks, credit card transactions).
- Reviewing vendor quotes and generating purchase orders.
- Assisting with vehicle rental reservation requests.
- Reviewing and processing vendor invoices and reimbursement requests in adherence to CSE policy.
- Assisting with vendor profile maintenance.
- Processing journal entries.
- Maintaining accurate financial records.
- Other duties as assigned.

This position requires proficiency in:

- Data processing.
- Critical thinking and analyzing skills.
- Attention to detail and accuracy.
- Good organizational and problem-solving skills.
- Professionalism.
- Positive communication skills.
- Excellent internal and external customer service.
EMPLOYMENT STANDARDS:
- Proficiency with MS Excel, Word, and Outlook required.
- Must possess excellent customer service skills, strong written and oral communication skills, strong problem solving and organizational skills, and attention to detail.
- Critical thinking skills are essential to providing the best information and guidance to the Chico State Enterprises customers.
- Must have the ability to recognize and mitigate transactions that could present risk management concerns.
- 10-key proficient.

COMPLIANCE REQUIREMENTS:
- Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.

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 (initially 10 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

HOW TO APPLY:
To be considered, submit the following documents by August 21, 2023. Documents submitted after this date may not be considered.
- Cover Letter
- Resume
- Chico State Enterprises Application

BY DROP BOX:
https://csuchico.app.box.com/f/8554b9ef5d264a258efe64feb985ca24

BY EMAIL: csejobs@csuchico.edu

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. 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.
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.