

Position Opening

POSITION: Accounting Technician

STATUS: Full-Time / Benefited / Hourly / Non-Exempt

COMPENSATION: \$20.26-\$31.81 per hour

DEPARTMENT: Chico State Enterprises

LOCATION: Chico State Enterprises; This is a hybrid work environment that is eligible for partial telecommuting.

RECRUITMENT ID: 100-T2

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 an Accounting Manager, this position is primarily responsible for compiling, processing, and maintaining accurate financial records for CSE. The job duties of this position may include:

- Reviewing and processing payment requests and purchase orders
- Assisting customers with organizational procedures
- Reviewing procurement documentation
- Assisting with CSE managed procurement card (p-card) program (issuance, packet review)
- Processing journal entries
- Maintaining accurate financial records
- Vendor master file maintenance
- 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
- Positive and professional communication skills
- Excellent internal and external customer service
- Ability to multi-task and see tasks through to completion

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 **May 7th, 2024**. Documents submitted after this date may not be considered.

- Resume

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.