Position Opening

POSITION: Manager, Accounts Payable Services
STATUS: Full-time / Benefitted / Salary / Exempt
COMPENSATION: $87,100 -$107,000 per year
DEPARTMENT: Chico State Enterprises Administration
LOCATION: Chico State Enterprises, 25 Main Street, Chico, CA. This position will be eligible for hybrid telecommuting.
RECRUITMENT ID: 132-T4
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 (CSE) is a non-profit auxiliary corporation of California State University, Chico (CSU, Chico). CSE provides specialized business services to support innovative research programs, community partnerships, entrepreneurial projects and other education-related activities funded by public and private grants, contracts or gifts led by faculty and associates of CSU, Chico. Annual expenditures are $61 million and support 1,800 full and part-time faculty, students, and staff.

The Accounts Payable (AP) Manager plays a key role in developing and maintaining a top-notch payables operation. Ensure accurate and timely payments of invoices and expense reimbursements in compliance with organizational policy. Manage vendor onboarding, invoice entry, and payment approvals. Work with AP and the full Accounting team and collaborate with various departments to ensure smooth processes for invoices, voids, and stop payments, outgoing wire payments, checks and ACH’s for various transactions and appropriate coding. Address vendor and stakeholder inquiries professionally, promptly and accurately. Monitor AP aging reports and cultivate positive vendor relationships.

Directly supervise a team of 6-8 Accounts Payable professionals responsible for AP, travel & expense reimbursements. Recruit, hire, train and supervise AP staff. Enforce and adhere to internal controls for the AP function. Identify opportunities for staff professional development.

Review and validate transaction coding, approval workflows, and manage weekly payment runs. As necessary, prepare, review and/or analyze key journal entries for the AP function. Oversee the month-end closing process for AP, including sub-ledger account reconciliation and report preparation for management. Comply with the month-end and year-end close schedule by completing AP activities accurately and timely. Identify opportunities for process improvement and provide recommendations to senior management. Review, develop and implement AP related policies and procedures.

Assist in the preparation of required applicable tax and government filings, including year-end audit and regulatory efforts and financial statement audit requests. Assist with/prepare financial audit schedules for external auditors as needed. Direct preparation of annual 1099 and other AP compliance reporting requirements.
Maintain accurate financial records and control reports. Maintain and/or develop reports to measure activities and success through key performance indicators and provide leadership with regular visibility through weekly, monthly, or quarterly reports. Responsible for ad-hoc reporting and stakeholder training. Collaborate with other departments as necessary to facilitate effective communication and cross-functional teamwork.

Assist with special projects and other duties as assigned.

EMPLOYMENT STANDARDS:

- BA /BS in Business, Public Administration, Accounting or a related field. Advanced degree preferred. may be substituted with directly relevant work experience.
- 5 years of management experience successfully leading a high-performing team in AP, financial operations, or a related field to achieve productivity goals while maintaining compliance.
- 7+ years with a combination of experience in research administration, accounting, and/or organizational compliance management. Experience within the CSU preferred.
- Strong interpersonal, communication (written and verbal), and organizational skills with the ability to work independently, as well as collaboratively within a team environment.
- Seasoned professional with solid time management skills and “big picture” view.
- Excellent diplomacy necessary to work and communicate effectively in a high-demand, fast-paced environment.
- Strong ability to multi-task and prioritize effectively in a fast-paced environment.
- Strong quantitative and analytical skills to review data, trends, processes and anticipate organizational impacts, including opportunities for improvement.
- Proficient in the use of Microsoft Office Suite (required), including proficiency in intermediate or advanced Excel skills.

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 April 15th, 2024. Documents submitted after this date may not be considered.

- Resume
BY DROP BOX: https://csuchico.app.box.com/f/acf40a7ae38541bea9715b8d441ba0b5
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.