

POSITION OPENING

POSITION: Student Accounting Assistant

STATUS: Part-time / Non-Benefited / Hourly / Non-Exempt

HOURS: Up to 20 hours per week during academic sessions, up to 40 hours per week during academic breaks

COMPENSATION: \$17.00 - \$18.00 per hour

DEPARTMENT: Chico State Enterprises (CSE) Administration

LOCATION: This position will be conducted at the CSE office at 25 Main Street, Chico, CA

RECRUITMENT ID: 135

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:

Support the Chico State Enterprises Accounting Office with routine accounting tasks.

- Perform data entry in finance enterprise software.
- Review system invoices.
- Assist with check preparation and mailing.
- Review and processing of digital CSE forms.
- Scanning of documents for electronic archival.
- Professional communication skills.
- Assist on special projects and other duties as assigned.

EMPLOYMENT STANDARDS:

- Must be a student at CSU, Chico enrolled in a minimum of 4 units for graduate and 6 units for undergraduate students during Fall and Spring semesters.
- Must be available for at least 3-hour blocks of time.
- Excellent organization skills, and attention to detail.
- Able to lift 20lbs.
- Must be available to work during the summer
- Must be available to work on Tuesday/Thursday from 1 pm – 5 pm in the fall

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 Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information.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:

40 hours of Sick Leave per year.

HOW TO APPLY: To be considered, submit the following documents by May 10th, 2024. Documents submitted after this date may not be considered.

- Resume
- Provide Summer Availability
- Fall Class Schedule

BY DROP BOX: <https://csuchico.app.box.com/f/0dd30e5f2bd04766805f84a6759499d1>

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.