POSITION OPENING

POSITION: Office Services Manager I – Administration Services Focus (Internal Candidates Only)
Full-Time / Benefited / Hourly / Non-Exempt
RECRUITMENT ID: 916
COMPENSATION: $25.49 - $28.20 per hour; Pay commensurate with experience and education.
LOCATION: Chico State Enterprises’ Center for Healthy Communities (CHC). This position will be eligible for partial telecommuting with the expectation to work at the office at 25 Main Street, Chico CA once per week.

ESSENTIAL JOB FUNCTIONS: Under the direction of a Program Administration Manager, this Office Services Manager I will work with the administration services and fiscal teams and will be responsible for various activities to support all staff in the organization. The primary responsibilities of the position include the following:

- Creates and submits reimbursement requests.
- Oversees and prompts processing of prorated expenses and charging to projects (CAF, printer allocations) rent, charge accounts; oversees proration workbook creation.
- Assists staff and places orders for CHC activities which include the following:
  - Office Inventory supplies
  - Gift card ordering
  - Misc. vendors e.g. apparel orders, fruit and vegetable purchases from farmers, etc.
  - Business cards
- Assists staff in booking travel arrangements which includes the following:
  - Coordinate and book the flight and hotel arrangements and registration fees.
  - Support processing paperwork for travel cash advances as needed.
  - Support staff with clearing travel expenses.
  - Processing and submitting rental car requests.
- Support P-card (Procurement Card) holders with allocating expenses to the appropriate project and object code (monthly) as well as maintaining your own P-card and back-up documentation.
- Complete purchase orders, including those from IT (for equipment orders), processing paperwork and following up with CSE & completing competitive bid/sole source justifications when needed.
- Petty cash custodian which includes reconciling the petty cash box as well as tracking the cash flow.
- Monitor and answer questions and inquiries from the CHCAdmin email.
- Provides support for Funding and Development Committee (FDC) which includes the following:
  - Searching for new funding opportunities
  - Completing FDC checklist for funding opportunities
  - Review of Request for Applications (RFA)
  - Maintain pre-award tracking doc updates, etc.
  - Prepare committee agendas and take notes with input and guidance
- Support timesheet review (back-up) as needed.
- Initial review and processing subcontractor invoices to be ready for Accounts Payable.
- Supports mentorship of interns regarding guidance on administrative implementation and protocol as needed.
- Attends and contributes to weekly team meetings (Admin Services & Admin/Fiscal team meetings).
- Other duties as requested.
MINIMUM EMPLOYMENT STANDARDS:
- Must be a current CSE Employee.
- Education: High School Degree or equivalent.
- Experience: At least one year of full-time administrative work experience and experience with software systems, (e.g. Microsoft Word, Excel, PowerPoint, Project Management, and various calendars) is preferred.
- Understanding of some elements of payment processing (e.g. invoicing, reimbursements, journal entries, etc.)
- Experience with OneSolution software and SharePoint.
- Experience and skills with Microsoft Excel which includes use of basic formulas and analysis.
- Ability to communicate with clients and colleagues via email, phone, Zoom and in person.
- Ability to work independently with remote support from the supervisor and the administration services team.
- Ability to access stable internet.

PREFERRED EMPLOYMENT STANDARDS:
- Bachelor’s degree is preferred

COMPLIANCE REQUIREMENTS:
- Candidate must be in possession of valid driver’s license and automobile liability insurance. Participation in the DMV Employer Pull Notice Program (driving record) is required. The candidate will be required to update their insurance with Chico State Enterprises Human Resources when necessary.
- 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.
- CSE is collecting information from current employees and new hires in process to comply with this CSU system policy. Job candidates who receive a contingent offer of employment will be required to complete a self-certification process prior to receiving a final offer of employment. A candidate will be asked to certify whether they are fully vaccinated, are in the process of becoming fully vaccinated, will request a medical or religious exemption, or do not plan to access any campus/CSE facilities or participate in any in-person work. Questions regarding this process should be directed to the CSE HR team at csehr@csuchico.edu.

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 November 7, 2022. Documents submitted after this date will not be considered.
- Resume

BY DROP BOX: https://csuchico.app.box.com/f/525282db9835471aac92e99c6ff1c6b2
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.