POSITION: Business Services Technician
Full-Time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 688
LOCATION: Chico State Enterprises

COMPENSATION: $16.14 - $18.36 per hour

ESSENTIAL JOB FUNCTIONS: Chico State Enterprises is seeking a candidate with a passion for accounting and equally impressive customer service skills. In this role, you will have the opportunity to support some of Chico State’s most exciting educational and philanthropic initiatives. The Business Services Technician is instrumental in facilitating accounting functions and business services for centers that operate through Chico State Enterprises. This position is intended to support the unique purpose of each center which ultimately improves the experience of Chico State students. 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 Supervisor, this position is primarily responsible for compiling, processing, and maintaining accurate financial records for CSE. The job duties of this position include:

- Reviewing and processing payment requests and purchase orders
- Recording cash, checks, and credit card transactions
- Completing deposit verification process
- Cash handling
- Invoice management including creation and aging
- Processing journal entries
- Maintaining accurate financial records
- Other duties as assigned

This position requires proficiency in data processing, attention to detail and accuracy, good organizational and problem-solving skills, professionalism, positive communication skills, and 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. Must receive a Department of Justice (DOJ)/Federal Bureau of Investigation (FBI) fingerprint clearance (referred to as Live Scan) prior to beginning employment.

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 (up to 24 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.

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. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
• Chico State Enterprises application
• Cover letter
• Current resume
• Three professional references

APPLICATION DEADLINE: Open until filled. Application deadline is October 13, 2019. Application review begins on October 14, 2019. Applications can be submitted:

BY MAIL: Chico State Enterprises
25 Main Street, Suite 206
Chico, CA 95928-5388

IN PERSON: Chico State Enterprises
25 Main Street, 2nd Floor suite 206
Chico, CA

BY EMAIL: csejobs@csuchico.edu

BY FAX: (530) 898-3391

For questions, please contact Chico State Enterprises Human Resources office:

BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/rfdn/

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.