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

RECRUITMENT ID: 655

LOCATION: The CSU, Chico Research Foundation Administration Office

COMPENSATION: $16.14 - $18.36 per hour, DOE

ESSENTIAL JOB FUNCTIONS: The Research Foundation is seeking a candidate with a passion for accounting and equally impressive people 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 Analyst would be instrumental in facilitating accounting functions and payment processing for centers that operate through the Research Foundation. CSU, Chico is a remarkable university because of the supplemental learning projects it provides its students. This position in intended to support these centers so they can focus on their unique mission. If we can streamline processes and allow these projects to flourish, we ultimately improve 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.

This position is primarily responsible for compiling, processing and maintaining accounts payable records. This position will also process cash receipts as needed to provide backup for the Account Technician/Cashier. The job duties include:
- Completing payment request verification processes
- Reviewing and processing payment requests and purchase orders
- Recording cash, checks, and credit card transactions
- Maintaining accurate records and other projects as needed

This position requires proficiency in data processing and management, attention to detail and accuracy, good communication and problem-solving skills, excellent customer service to project directors and project support staff.

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 Foundation’s 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 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% based on years of service).

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:
- CSU, Chico Research Foundation application
- Cover letter
- Current resume
- Three professional references

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
The CSU, Chico Research Foundation 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 Research Foundation's 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.
APPLICATION DEADLINE: Open until filled. Application review begins on May 17, 2019. Applications received after May 16, 2019 may not be considered. Applications can be submitted:

BY MAIL:  
CSU, Chico Research Foundation  
25 Main Street, Suite 206  
Chico, CA 95928-5388

IN PERSON:  
CSU, Chico Research Foundation  
25 Main Street, 2nd Floor suite 206  
Chico, CA

BY EMAIL:  
rfhrjobs@csuchico.edu

BY FAX: (530) 898-3391

For questions, please contact the Research Foundation Human Resources office:

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

The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

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