POSITION OPENING

POSITION: Payroll Technician
Full-Time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 671

LOCATION: Chico State Enterprises

COMPENSATION: $13.00 - $20.00 per hour. Pay commensurate with experience.

ESSENTIAL JOB FUNCTIONS: Reporting to the Payroll Supervisor, duties and responsibilities for this position include:
- Update payroll records by reviewing and entering hours worked and paid-time not worked.
- Prepare pay by verifying time records; calculate and produce checks or electronic transfers.
- Balance payroll accounts by auditing information; identify and resolve discrepancies; initiate journal entries.
- File and maintain payroll records in accordance with the organization's retention policy.
- Provide assistance to project directors and support staff; respond to payroll related questions/concerns to meet program needs.

EMPLOYMENT STANDARDS: High School Diploma, or equivalent, and one-year work experience preferred.
By reference to prior experience, the successful candidate must be able to demonstrate the ability to perform the functions and duties described above. Preference will be given to individuals who possess strong interpersonal, oral communication, and written communication skills for interacting with project directors, faculty, and Foundation staff and management. Must show strong analytical and problem-solving skills. Candidate will be required to pass 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:
- Chico State Enterprises application
- Cover letter
- Current resume
- Three professional references

APPLICATION DEADLINE: Application deadline is August 1, 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:
rfhrjobs@csuchico.edu

BY FAX: (530) 898-3391

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.
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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.