POSITION: Payroll Technician  
Full-Time / Benefited / Hourly / Non-Exempt  
30-40 hours per week

RECRUITMENT ID: 625

LOCATION: The CSU, Chico Research Foundation Administration Office

COMPENSATION: Payroll Technician $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 organizations retention policy.
- Accomplish organization goals by accepting ownership for accomplishing new and different requests; explore opportunities to add value to job accomplishments.
- Provide assistance to project directors and support staff; respond to payroll related questions/concerns to meet Foundation program needs.

EMPLOYMENT STANDARDS: 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 the following:

- High School Diploma or equivalent, and one year work experience preferred.
- Strong interpersonal, oral communication, and written communication skills for interacting with project directors, faculty, and Foundation staff and management.
- 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 include options for health, vision and/or dental insurance; employer contributions to a 403(b) retirement plan (beginning year 2); employer-paid life and disability insurance; and vacation, sick leave, and holidays.

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

APPLICATION DEADLINE: Open until filled. Application review begins January 25, 2019. 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

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
Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or disabilities. 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.
For questions, please contact the Research Foundation Human Resources office:

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