POSITION: Business Services Assistant
Full-time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 653

LOCATION: The CSU, Chico Research Foundation is a 501(c)(3) public benefit corporation serving as an auxiliary organization to California State University, Chico.

COMPENSATION: $12.00 - $15.00 per hour; pay will be commensurate with experience.

ESSENTIAL JOB FUNCTIONS: This position will primarily assist the Accounts Receivable and Accounts Payable departments within the CSU, Chico Research Foundation Administration Office while providing excellent customer service. Duties will include:
• Data entry
• Verifying and recording cash, checks, and credit card transactions
• Performing routine accounting tasks, filing, and scanning
• Completes special projects and other duties as assigned

EMPLOYMENT STANDARDS: This position requires a high school diploma or equivalent. General knowledge of accounting/bookkeeping, Excel and Word preferred. Ability to provide excellent customer service. Must be detail/numbers oriented. Prior experience in an office setting performing similar duties or accounting/bookkeeping experience desired, but not required. Must possess the ability to maintain focus despite frequent interruptions and crowded conditions. Excellent judgment, initiative, and organizational skills. Ability to form and maintain cooperative working relationships with a diverse population and function cooperatively and productively as a member of a unit. Strong knowledge of Microsoft Word and Excel is required 10-key proficient preferred. Typing 40 wpm (current certificate required). Must be able to successfully clear a DOJ/FBI fingerprinting check (Live Scan) prior to 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%).

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
• Current resume
• Typing certificate

APPLICATION DEADLINE: Application deadline is 5:00 p.m. on May 7, 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 95928-5388
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.

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.