

California State University, Fresno Foundation

ACCOUNTING ASSISTANT – UNIVERSITY COURTYARD

JOB ANNOUNCEMENT #18-957

POSITION & SUMMARY:	Accounting Assistant - Full-time, benefited position for University Courtyard. The University Courtyard is the on-campus living facility at California State University, Fresno, for students who attend the university. The facility includes beds for approximately 1,100 residents who live in one of three community-style halls or six residence suite halls. This is a year-round facility for students during the academic year and other interest groups/programs during the summer months.
ESSENTIAL JOB FUNCTIONS:	<p>Under the direction of the Accounting Supervisor, the Accounting Assistant will be responsible for the following functions. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Maintaining the front counter and demonstrating a great deal of professional and courteous customer service • Maintaining accounts for all residents for all academic sessions, summer session, summer conferences, including: assessing room/board fees, collecting, processing and posting payments, issuing monthly statements, adjusting accounts for room and meal plan changes & miscellaneous charges, setting up promissory notes for Smittcamp scholarship residents, invoicing departments for scholarship residents and closing out accounts for cancellations • Inputting housing charges within PeopleSoft for automatic deduction from Financial Aid and review accounts • Placing Holds on university records for accounts in arrears • Assisting in collecting students/residents room and board payments • Invoicing residents for room and board, key charges, damages, common area and miscellaneous charges • Discussing account information with residents and process student inquiries • Meeting with residents and advising on possible financial aid sources • Creating/modifying payment plans for Smittcamp Honors Scholars and Athletes utilizing financial aid/accounting information provided in PeopleSoft • Maintaining and preparing payment schedules, room and board calendar and various documents (room and meal plan changes) • Preparing daily accounting deposits • Preparing refund authorizations for individual resident files • Preparing invoices and collecting and posting payments for fees for Summer Session residents • Closing account and refunding security deposit when necessary as per policy • Assisting with Summer Conference billing/invoices • Participating in weekend events such as University Courtyard Job Fair, University Sneak Preview, University Courtyard Resident Sneak Preview, University Open House, and University Courtyard Fall and Spring Residence Hall openings, and others as assigned • Other duties as assigned
QUALIFICATIONS & EXPERIENCE:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • High school diploma or equivalent required • Minimum two (2) years of experience in accounting environment • Proficiency in Microsoft Office, 10-key, invoicing and receiving/processing payments.
SALARY/BENEFITS:	\$12.50-\$14.50 per hour, DOE. Benefits include health, dental, vision and life insurance; vacation, sick leave and holiday pay.
FILING DEADLINE:	Application review begins September 12, 2018; open until filled.

TO APPLY:	<p>Please visit the Auxiliary Human Resources page at www.auxiliary.com for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p>
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RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

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