

California State University, Fresno Foundation

ACCOUNTING TECHNICIAN – AUXILIARY ACCOUNTING

JOB ANNOUNCEMENT #18-971

POSITION SUMMARY:	Full-time, benefited position through the California State University, Fresno Foundation. Under general supervision of the Controller, the Accounting Technician performs para-professional/technical accounting work requiring the application of advanced accounting practices and Generally Accepted Accounting Principles (GAAP).
ESSENTIAL JOB FUNCTIONS:	<p>Under the general direction of the Controller, specific responsibilities include:</p> <ul style="list-style-type: none"> • Responsible for preparation and posting of month end entries as required • Performs inventory adjustments for all units • Review documents authorizing expenditures from various cost centers and accounts for conformance to existing standards and procedures • Identifies and resolves problems and inconsistencies and determines/prepares corrective accounting entries involved in maintaining accounting controls; examines, reconciles, balances and adjust accounting records • Prepare deposit to auxiliary cashier, record and post cash receipts, and prepare invoices for respective corporations • Maintains control and subsidiary accounting records involving a wide variety of accounts and financial transactions, reconciles and balances general ledger accounts • Assists in the internal audit of reports and cash funds as requested by Controller • Prepare and file Federal and State reports to satisfy grant requirements • Maintains asset listing and depreciation schedules • Prepares sales and use tax returns as required • Using the trial balance, makes reconciliations to establish and maintain accounting books and records, assists in the development and verification of financial reports and statements, accounts, records and other financial reports • Prepares financial statements and cost reports; both monthly and annually as required • Serves as a resource person to both internal field departments and external auditors; answers questions, provide account balances or other inquiries of a financial nature • Prepares special reports involving researching and abstracting technical data • Ability to understand and follow instructions, and adhere to all operation procedures and policies of the respective auxiliary corporation • Serves as backup to Accounts Payable Technician position • 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"> • Bachelor's degree or minimum one (1) to two (2) years of related experience, or equivalent combination of education and experience • Basic level of experience using financial accounting software, or the ability to learn within a reasonable time frame is required.
SALARY/BENEFITS:	\$40,000 - \$44,000 / year, depending on experience. Salary will be commensurate with education and experience. Benefits include health, dental, vision, life insurance, vacation, sick leave, and holiday pay.
FILING DEADLINE:	Application review begins October 24, 2018; open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page on our website at www.auxiliary.com for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p style="text-align: center;">California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p>

E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu

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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