

California State University, Fresno Foundation

ACCOUNTING TECHNICIAN – FOUNDATION FINANCIAL SERVICES

JOB ANNOUNCEMENT #18-942

POSITION SUMMARY:	<p>Accounting Technician - Full-time, benefited position for Foundation Financial Services of California State University, Fresno Foundation. The California State University, Fresno Foundation manages all aspects of the financial activities for grants, contracts, trust accounts, investments, endowments, scholarships, loans, gifts and donations for the California State University, Fresno campus community and other Foundation customers. The Accounting Technician is responsible for accounts payable check printing and distribution, placing stop-payments on and reissuing checks, processing accounts payable for Foundation Financial Services' own expenses, reviewing sponsored program payment authorizations, emergency loan processing and distribution, scholarship payments, various tax reporting, 1099 preparation, special project assignments and other duties as assigned.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the direction of the Director of Foundation Financial Services, the Accounting Technician will be responsible for the following functions. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Accounts Payable printing and disbursement of checks on a daily basis • Placing stop-payments on and reissuing checks • Process various accounts payable and payment authorizations • Process emergency loan and scholarship payments • Provide exceptional customer service to campus community and other external customers • Process various tax reporting and 1099 filing • Provide administrative support to the Accounting Analyst II position (trust accounts); work with faculty, staff and vendors • Back up front desk • Special projects 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"> • Associate's degree (A.A.) or equivalent from a two-year college or technical school, or • Minimum three (3) years of accounting and/or bookkeeping experience • Equivalent combination of education and experience may be substituted • Basic level of experience using JD Edwards accounting software, or ability to learn JD Edwards within a reasonable time frame is required. • Must possess a working knowledge of Microsoft Office products, office machinery and accounting software to record, store and analyze information • Ability to meet deadlines and prioritize tasks with a high level of accuracy and attention to detail • Ability to function as part of a team, be self-motivated, and able to work independently
SALARY & BENEFITS:	<p>\$31,200 - \$36,712 annually. Salary will be commensurate with education and experience. Benefits include health, dental, vision and life insurance, vacation, holiday pay, and sick leave.</p>
DEADLINE:	<p>Application review begins July 12, 2018. Open until filled.</p>
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 style="text-align: center;">California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Avenue Fresno, CA 93710 Fax: (559) 278-0988</p> <p style="text-align: center;">Application & resume may be e-mailed to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT COMPLETE 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 Association, Inc. This is not a State of California position.

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