



EMPLOYMENT OPPORTUNITY

Associated Students at Sacramento State

ACCOUNTING ASSISTANT

ASI BUSINESS OFFICE

Position Summary: Under supervision of the Senior Accounting Technician, and under indirect supervision of the Accounting Manager, the Accounting Assistant will initially begin scanning A/P, filing A/P, mailing A/P checks, and other clerical duties. The Accounting Assistant will progress providing customer service, while also learning, applying and processing accounts payable for ASI and Union. The Accounting Assistant will be required to perform other essential accounting duties as needed. After sufficient knowledge and experience is acquired, Accounting Assistant may transition into a Junior Accounting position. Perform accounting clerical duties which include but are not limited to scanning fully processed A/P check requests into MIP financial software, filing scanned A/P check requests and other items, and making sure that accounting files are neatly organized, up-to-date and have the ability to be easily pulled for review as needed. Accounting Assistant is responsible for mailing out checks on a weekly basis. Learn, understand, and apply all compliance policies and procedures for ASI, Sacramento, CSU, IRS and Franchise Tax Board, and EDD as it relates to accounts payable. Review and approve accounts payable supporting documentation. Verify invoiced items are received, review signatures, balances, and receipts, etc. Also process purchase orders and purchase order receipts for ASI. Apply compliance policies as necessary and meet weekly A/P deadlines for ASI and University Union. Assist in the entry of monthly credit card allocations for ASI, University Union, or both. Perform exceptional customer service for ASI Business Office. Greet customers and act as primary contact for clubs and organizations to answer accounting related questions. Other duties may be assigned.

Time Base: Part Time – 20 hrs/week
Preferred Availability: Monday, Wednesday 11am-3pm Tuesday, Thursday
1pm-5pm

Application Deadline: Open Until Filled

Compensation: \$11.00 per hour

Core Competencies

- Ability to follow directions and to work independently with little or no assistance
- Exceptional organization skills
- Professional appearance and demeanor and enthusiastic attitude
- Excellent Phone Skills
- Ability to work well under pressure; meeting multiple and sometimes competing deadlines
- Ability to effectively communicate both verbally and in writing
- Ability to work in a team environment to successfully implement ASI programs, policies and procedures

Minimum Qualifications

- Knowledge of general office procedures
- Knowledge of windows-based personal computers – Microsoft Word, Excel, and Outlook
- Graduation from high school or GED equivalent

Preferred Qualifications

- Associates Degree in Accounting, Business or related field
- One year of customer service experience
- Evidence of experience in cash handling

- One year or minimum of one semester of progressive accounting course work as related to accounts payable and accounts receivable at college level

How to Apply: Interested applicants must submit an application and resume. You may Apply online by visiting the ASI website at www.asi.csus.edu/employment/

Associated Students is a nonprofit corporation and an auxiliary organization of California State University, Sacramento providing a wide range of programs and services to the students of CSUS. Therefore, ASI employees are not state employees.

Associated Students is an Equal Opportunity employer.

www.asi.csus.edu

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Statement

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, California State University, Sacramento has made crime statistics available on-line at <http://www.csus.edu/police/cleryact.stm>