

# California State University, Fresno Foundation

## STAFF ACCOUNTANT I – AUXILIARY ACCOUNTING

### JOB ANNOUNCEMENT #26-796

<b>POSITION SUMMARY:</b>	<p><b>Full-time, benefited position available with Auxiliary Accounting through the California State University, Fresno Foundation.</b> Under supervision of the Auxiliary Accounting Manager, the Staff Accountant I's primary responsibilities include professional accounting and auditing duties requiring the application of Generally Accepted Accounting Principles (GAAP). Assignments may involve independently maintaining or auditing a variety of accounts, compilation of financial information, or financial/trend analysis. The position requires application of independent judgment as well as working collaboratively as a part of a team. The ideal candidate is an analytical, detail-oriented professional who enjoys solving accounting related issues.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<ul style="list-style-type: none"> <li>• Maintains accounts receivable records to ensure aging is up to date, credits and collections are applied, uncollectible amounts are accounted for, and miscellaneous differences are cleared.</li> <li>• Creates and mails invoices for all companies as needed.</li> <li>• Performs monthly bank account and credit card reconciliations for the Auxiliary Accounting Manager to approve.</li> <li>• Serves as General Ledger Module Lead for the mainframe accounting system, assigning chart of accounts and maintaining accounting periods.</li> <li>• Ensures all A/P and A/R transactions are posted to accounting system prior to month end close.</li> <li>• Reviews and approves routine accounts payable documents from field divisions for processing in accounting system to ensure proper accounting period and general ledger coding daily.</li> <li>• Prepares, reviews, and approves routine journal entries daily.</li> <li>• Prepares complex journal entries for approval by Auxiliary Accounting Manager.</li> <li>• Assists with preparation of FASB financial statements in accordance with Generally Accepted Accounting Principles (GAAP); reviews and summarizes the annual audited financial reports prior to submission to each corporation's Audit Committee/Board of Directors for review by Executive Director.</li> <li>• Audits petty cash funds and change funds for the commercial operations annually.</li> <li>• Reconciles various G/L accounts.</li> <li>• Supports month-end and year-end close process.</li> <li>• Supports month-end and year end physical inventory counts.</li> <li>• Prepares/reviews inventory adjustments for all companies.</li> <li>• Provides accounting process training as required.</li> <li>• Assists with preparation of sales tax returns and remittances on a quarterly and annual basis.</li> <li>• Maintains fixed asset and depreciation/amortization records. Prepares trial balances and monthly/annual financial reports.</li> <li>• Responsible for posting and transferring payroll transactions.</li> <li>• Assists with preparing budget documents annually.</li> <li>• Assists with preparation of 1099 reporting to the IRS annually.</li> <li>• Assists with preparation of annual federal (Form 990/990T) and state (CA109 and CA199) tax returns for all corporations.</li> <li>• Assists with cash training of units.</li> <li>• Other duties may be assigned.</li> </ul>
<b>POSITION REQUIREMENTS:</b>	<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"> <li>• Bachelor of Science, Business Administration/Accounting Option degree from a four-year college or university required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Two (2) years of professional accounting experience or equivalent combination of education and experience.</li> <li>• Certified Public Accountant license or candidate preferred.</li> <li>• Experience in Microsoft Office Products (Excel, Word and Access) and EnterpriseOne (JD Edwards) or similar accounting software</li> <li>• Knowledge of generally accepted accounting and auditing principles.</li> <li>• Excellent analytical and problem-solving skills</li> <li>• Sharp attention to detail</li> <li>• Strong written and oral communication skills</li> <li>• Ability to operate a ten-key</li> <li>• Excellent customer service skills</li> <li>• Ability to meet deadlines and prioritize tasks</li> <li>• Ability to function as part of a team, be self-motivated, and able to work independently</li> </ul>
<b>COMPENSATION:</b>	<b>\$5,000.00 - \$5,416.67 per month (\$60,000 - \$65,000 annual).</b> Salary will be commensurate and competitive with experience and qualifications. Benefits include medical, dental, vision, life and 401(k), vacation, sick leave, and holiday pay.
<b>DEADLINE:</b>	Application review begins <b>May 5, 2026</b> ; open until filled.
<b>TO APPLY:</b>	Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html">https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html</a> for job announcement and application.  <b>E-mail completed application &amp; resume to: <a href="mailto:auxiliary-hr@mail.fresnostate.edu">auxiliary-hr@mail.fresnostate.edu</a></b>

## **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.*

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER**