

# California State University, Fresno Association, Inc.

## STUDENT ASSISTANT – AUXILIARY ACCOUNTING

JOB ANNOUNCEMENT #22-405

<b>POSITION:</b>	<b>Part-time, student position available for the California State University, Fresno Association, Inc. Accounting Department.</b> Applicant must be able and willing to work a minimum of 15-20 hours per week during the academic year and 40 hours during breaks. The Student Assistant will work with the accounting staff to assist with accounting and administrative duties. Regular office hours are Monday through Friday from 8:00 a.m. – 5:00 p.m. and summer office hours are 7:00 a.m. – 3:30 p.m.
<b>ESSENTIAL JOB FUNCTIONS:</b>	Under the general supervision of the Auxiliary Accounting Manager, the Student Assistant will be responsible for: <ul style="list-style-type: none"> <li>• Data entry</li> <li>• Filing, mailings and other miscellaneous office tasks</li> <li>• Updating and maintaining spreadsheets</li> <li>• Assembly of financial data (such as checks for distribution)</li> <li>• Providing front desk coverage as needed, including answering phones and assisting walk in customers/clients</li> <li>• Organization of audit working papers</li> <li>• Assistance with physical inventory counts</li> <li>• Other duties as assigned</li> </ul>
<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<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> <ul style="list-style-type: none"> <li>• <b>Must</b> be enrolled for the upcoming semester at California State University, Fresno in at least 6 units (undergrad) or 4 units (grad), preferably majoring in Business Administration or Accounting</li> <li>• Six (6) months general office/clerical experience</li> <li>• Possession of a valid Driver's License as driving may be a requirement of the position</li> <li>• Proficiency in Microsoft Word and Excel</li> <li>• Knowledge of: standard office practices, policies and procedures; proper English grammar, spelling and usage; business math; alphanumeric filing systems; techniques for dealing with the public, in person and over the telephone; basic computer applications related to the work; basic office practices and procedures.</li> <li>• Skill in keyboarding and data entry</li> <li>• Ability to: communicate effectively both orally and in writing; work effectively in a multi-task and deadline driven environment; work politely and effectively with the public, co-workers, and others; maintain confidentiality</li> </ul>
<b>COMPENSATION:</b>	<b>\$15.00 per hour</b>
<b>DEADLINE:</b>	<b>Application review begins immediately. Open until filled.</b>
<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. Applications may be mailed, emailed, faxed or delivered in person to:  California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Avenue Fresno, CA 93710 Fax: (559) 278-0988  Application & resume may be e-mailed to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a>

## **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 Association Inc. This is not a State of California position.*

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

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.