

California State University, Fresno Association, Inc.

STUDENT ASSISTANT – AUXILIARY ACCOUNTING

JOB ANNOUNCEMENT #24-627

POSITION:	Part-time, student position available for the California State University, Fresno Association, Inc. Accounting Department. 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.
ESSENTIAL JOB FUNCTIONS:	Under the general supervision of the Auxiliary Accounting Manager, the Student Assistant will be responsible for: <ul style="list-style-type: none"> • Data entry • Filing, mailings and other miscellaneous office tasks • Updating and maintaining spreadsheets • Assembly of financial data (such as checks for distribution) • Providing front desk coverage as needed, including answering phones and assisting walk in customers/clients • Organization of audit working papers • Assistance with physical inventory counts • Other duties as assigned
QUALIFICATIONS & EXPERIENCE:	<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"> • Must 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 • Six (6) months general office/clerical experience • Possession of a valid Driver’s License as driving may be a requirement of the position • Proficiency in Microsoft Word and Excel • 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. • Skill in keyboarding and data entry • 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
COMPENSATION:	\$16.00 per hour
DEADLINE:	Application review begins <u>July 17, 2024</u>. Position will remain open until filled.
TO APPLY:	Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. 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 Association Inc. This is not a State of California position.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER