

Associated Students, Inc. of California State University, Fresno

FINANCE STUDENT ASSISTANT – ASSOCIATED STUDENTS, INC. JOB ANNOUNCEMENT #23-520

POSITION SUMMARY:	<p>Part-time position with Associated Students, Inc. (ASI) of California State University, Fresno. The Finance Student Assistant is responsible for the timely processing of all finance documents and forms relating to ASI Accounts, Club Accounts, IRA, and Research Grants and delivery of those documents and forms, along with ASI tracking recap sheets, to the Association accountant. The Finance Assistant is knowledgeable about ASI policies and procedures and is able to provide answers to questions regarding club funding, accounts balances, and finance related issues. The Finance Assistant is a front-office position that greets visitors and students in a professional and friendly manner and provides timely and effective customer service.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the direction of the Office Coordinator, and works closely with the ASI Vice President of Finance, as well as the Director of Operations, the employee will be responsible for the following. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Provides initial information for ASI funding, club accounts, Research Grants and IRA’s • Makes sure students/advisors/clubs and organizations have the necessary documents, or know where to find them on the ASI website, to start the funding process • Responsible for logging and processing funding forms and applications as they are turned in and use check lists to verify proper documentation • Makes sure all necessary documents are present, signed, and recapped on Excel spreadsheet before turning in to the Association accountant • Works closely with the Vice President of Finance and Office Coordinator for processing to learn finance procedures and policies • Has knowledge of ASI policies and procedures and is able to provide answers to different questions regarding ASI programs and functions • Begins to learn to use Qualtrics and Org Sync to streamline and revise ASI forms • Adheres to office dress code and time clock procedures • Takes active part in shared responsibilities of keeping Office 303 and 304 clean and archiving old documents • Other duties as assigned
REQUIREMENTS & 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"> • Office work experience or knowledge/study relating to finance required • Must be currently enrolled for the upcoming semester at California State University, Fresno in at least 6 units (undergrad) or 3 units (graduate) • Works maximum of 20 hours per week during the academic year • Works effectively in a fast-paced, multiple-task, and multiple interruption environment and successfully completes many different tasks accurately and in a timely manner • Has required Class C driver’s license along with a certificate of completion from the Defensive Driving course in order deliver forms to Association building • Knowledge of correct English grammar, spelling, and punctuation for use in basic written communication • Has general knowledge of basic office procedures and practices • Good computer skills and working knowledge of Microsoft Office and Google Apps
COMPENSATION:	<p>\$16.50 per hour. This position is non-benefited.</p>
DEADLINE:	<p>Application review begins immediately; open until filled.</p>

TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p>
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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

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.