

California State University, Fresno Foundation

ACCOUNTING SUPERVISOR – FRESNO STATE STUDENT HOUSING

JOB ANNOUNCEMENT #19-036

POSITION & SUMMARY:	<p>Full-time, benefited position for Fresno State Student Housing through the California State University, Fresno Foundation. Fresno State Student Housing is the on-campus living facility at California State University, Fresno, for students who attend the university. The facility includes beds for approximately 1,100 residents who live in one of three community-style halls or six residence suite halls. This is a year-round facility for students during the academic year and other interest groups/programs during the summer months.</p> <p>Under the general direction of the Director of Housing, the Accounting Supervisor is responsible for the financial collections and operations of Fresno State Student Housing accounts and receivables and miscellaneous income.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the direction of the Director of Housing, the Accounting Supervisor will be responsible for the following functions. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Maintain and prepare payment schedules, room and board calendar and various documents (room and meal plan changes) • Maintain accounts for all residents for all academic sessions, summer session, summer conferences, including: assess room/board fees, collect, process and post payments, issue monthly statements, adjust accounts for room and meal plan changes & miscellaneous charges, set up promissory notes for residents, invoice departments for scholarship residents and close out accounts for cancellations • Prepare daily accounting deposits • Prepare refund authorizations for individual resident files, when required • Collect bad debt and work with collection agencies • Close accounts and refund security deposits to all non-returning residents, as per policy • Input housing charges within PeopleSoft, for automatic deduction from Financial Aid and review accounts and place holds on university records for accounts in arrears • Refer non-payment or late payment residents to the Director, execute payment plans and follow eviction process • Research archived information for bad debt, apartment rentals or investigations • Update accounting manual • Conduct semester/annual job performance evaluations on accounting staff • Prepare correspondence or reports relating to activities within the accounting office • Using Odyssey, prepare for automatic financial transactions, run weekly stat reports • Prepare monthly estimated income report for Housing Director and Director of Dining Services • Work with Association representative to balance general ledger accounts as required • Participate in weekend events such as Fall and Spring opening and closing of halls, University Preview Day and others as assigned • Other duties as assigned
QUALIFICATIONS & 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 minimum 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"> • High school diploma or equivalent <ul style="list-style-type: none"> ○ Bachelor’s degree in business administration or related field preferred • Two (2) years related experience • Must be experienced with a 10-Key machine • Must be proficient with Microsoft Word, Microsoft Excel and AS400 • Must have basic knowledge of the PeopleSoft and Odyssey
SALARY/BENEFITS:	<p>\$16.50 - \$18.00 per hour, DOE. Benefits include health, dental, vision, life insurance and 401K, vacation, sick leave and holiday pay.</p>
FILING DEADLINE:	<p>Application review begins August 2, 2019. Open until filled.</p>

TO APPLY:	<p>Please visit the Auxiliary Human Resources page at www.auxiliary.com 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.*

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