Position Title: ACCOUNTING TECHNICIAN I  
Recruitment #: #1974  
Full/Part-Time: Full-Time  
Employment Type: Permanent  
Bargaining Unit: R07  
Salary: $2,710 - $4,273 per month Non-Exempt  
Department: Student Financial Services  
Available: Immediately  
Special Conditions: Background/ Fingerprint and Credit Clearance  
Sensitive Position: Yes  
Posted: December 23, 2015  
Closing Date: For priority consideration, application materials must be received by January 13, 2016 however, the position will remain open until filled.

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS
This position requires (including those on campus) submission of:
- A standard CSU, Bakersfield job application (download at: http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html)
- Names of three professional references  
- Copy of degree/transcripts/typing certificate, if required  
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

DUTIES: Under supervision, must be able to perform the following duties that include but are not limited to basic cashier functions, daily cash drawer reconciliation, preparation of daily bank deposit, maintenance of required logs, monthly reconciliations and other areas where assistance may be required. Review repetitive financial documents for accuracy and completeness; assign routine transaction codes by referring to lists, manuals, or other reference sources; receive money; make change, prepare receipts, disburse checks and keep accurate records; post financial information; perform accurate data entry; operate a personal computer and/or automated accounting systems. Will need to become familiar with account numbers and policies and procedures governing payments and be able to provide instruction in operational procedures to other staff, faculty, student and external agencies.

REQUIRED QUALIFICATIONS: Requires two years of general clerical experience, and at least one year of recent banking or cash handling experience. Incumbent must be familiar with financial record-keeping methods preferably within a higher educational setting, as well as procedures and practices. Incumbent must also have the ability to perform math calculations with speed and accuracy; maintain files and records; follow oral and written directions; establish and maintain effective working relationships with others; read, understand, and apply rules and regulations;
operate standard office machines such as a calculator, adding machine, typewriter and/or word processor; and use personal computers (i.e. Excel, Word, etc.) and/or automated accounting systems.

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

CALIFORNIA STATE UNIVERSITY EMPLOYEES UNION: It shall be the policy of the CSU in filling vacant CSUEU bargaining Units 2, 5, 7 & 9 positions to fill such vacancies from among qualified individuals currently employed on-campus except when it is determined that it is necessary to appoint outside applicants to meet campus workforce diversity goals or to provide specialized skills and abilities that are not available from current employees.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

DESIGNATED POSITION: If the duties of this position include participation in decisions that may have a material financial benefit to the incumbent, the selected candidate will be required to file Conflict of Interest Form 700: Statement of Economic Interest when they first occupy the position, and on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

GENERAL INFORMATION: It is the policy of California State University, Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.