

**ACCOUNTING SERVICES ASSISTANT**  
**Position Overview****FRESNO STATE**

## Student Housing

**Application Deadline: June 24, 2021****Job Description**

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The Accounting Services Assistant works on the Fresno State campus at Fresno State Student Housing. They will work under the Accounting Technician.

Applicant must be able and willing to work a minimum of 20 hours per week during the academic year and occasional Saturdays and Sundays. Additional hours will be available on an as needed basis. A maximum of 40 hours per week is available during the summer and winter break. The Applicant must be currently enrolled as a student at California State University Fresno. Must be familiar with Microsoft Office applications, have good clerical and customer service related skills, and be willing to work in a fast paced environment.

**Preferred Qualifications**

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- Fresno State Student
- Customer service and general office experience
- Computer Experience: Knowledge of Windows, Microsoft Word and Microsoft Excel
- 10 Key Experience
- Keyboard & data entry
- Ability to communicate effectively both orally and in writing; works effectively in a multi-task and deadline driven environment; work politely and effectively with the public, co-workers, and others; maintain confidentiality.

Knowledge of general 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.

**Essential Duties and Responsibilities**

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- Assist customers with account information.
- Answer phones, take messages and return calls.
- Receive and receipt payments.
- Assist with maintenance of resident files.
- Assist with closing of accounts at the end of the semester.
- Assist with the preparation of resident invoices and mailing.
- Research resident accounts as needed.
- Additional duties as assigned

**Mathematical Skills**

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Ability to add, subtract, multiply and divide. Ability to calculate figures and amounts such as discounts, interest and percentages.

**Reasoning Ability**

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Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Physical Demands**

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk and reach; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, or crouch.

**Work Environment**

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The duties of this position are performed in a well-lit, temperature controlled office environment. The noise level in the work environment is usually moderate to loud.

*Remove this coversheet before submitting your application.*

**Personal Information:**

Name: \_\_\_\_\_ Fresno State ID#: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Permanent Address:**

Street Address	Apt/Suite
City	State
	Zip Code

**Local/On Campus Address:**

*Check this box if your Local/On Campus Address is the same as your Permanent Address.*

Street Address	Apt/Suite
City	State
	Zip Code

1. Have you ever been employed at Fresno State Student Housing? (Circle One)

YES

NO

If yes, list the position(s) held and date(s) of employment:

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2. List other previous employers (at least two years), including any volunteer hours, and briefly describe the type of work performed:

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3. Briefly describe any customer service experience you have provided in a volunteer or paid position:

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4. What qualities or skills do you have that makes you the best candidate for this position?

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**Scheduling**

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Please indicate the times you are **AVAILABLE** to work each day. Attach your Fall 2021 Class Schedule.

	Time
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

Explain any conflicts or special situations:

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## References

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Please provide two professional/business related references who are able to provide a telephone reference for you. *The recommendations received will be held confidential and will not be available for the applicant or third parties to review.*

1) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Occupation and Title: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

2) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Occupation and Title: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

**On a separate sheet of paper, please provide your Fall 2021 class schedule.**

I certify that the information provided in this application is true and correct to the best of my knowledge.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Email the completed application to: [micheledunlap@csufresno.edu](mailto:micheledunlap@csufresno.edu)**

**Or return the completed application to the Student Housing Office, or mail to:  
Fresno State Student Housing 5152 N. Barton Avenue M/S RH 82 Fresno, CA 93740-8013**

**Application deadline is June 24, 2021**

If you have any questions, please email [micheledunlap@csufresno.edu](mailto:micheledunlap@csufresno.edu)