EMERGENCY TEMPORARY EMPLOYMENT POOL – FINANCIAL/ACCOUNTING

California State University, Stanislaus is continuously seeking persons interested in short-term temporary hourly intermittent employment relating to financial and accounting services. Temporary assignments are typically 90 days or less and carry no benefits. Finalists must meet minimum qualifications of the classification of the assignment.

Examples of typical positions are:
- Accounting Clerk
- Accounting Technician (I, II, III)
- Accountant (I, II)

Typical assignments in various areas may require:
- Computer skills (e.g. word processing and spreadsheet software, integrated financial systems, etc.)
- Financial record maintenance, recording financial transactions.
- General clerical skills.
- Knowledge of financial record-keeping methods, procedures, and practices.
- Ability to compute and post numbers rapidly and accurately.
- Ability to identify, trace, and correct errors.

**Typical Hourly Rate Range:** $13.47 to $24.00 (depending on the classification and skill level of the assignment).

For long-term assignments, applicants must apply and compete for posted vacancies as part of the university’s formal recruitment and selection process. Current vacancies are posted online at www.csustan.edu/HR under Employment Opportunities.

Applications are accepted and reviewed continuously and are kept on file for six months.

**APPLY TO:**
Human Resources Department
Mary Stuart Rogers Educational Services Gateway
Building, Suite 320 (3rd Floor)
One University Circle
Turlock, CA 95382

**PHONE:** (209) 667-3351
**WEBSITE:** www.csustan.edu/HR

A background check (which may include: checks of employment records, education records, criminal records, motor vehicle records, professional licenses, and sex offender registries, as position requires) 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.

A background check may include: checks of employment records, education records, criminal records, motor vehicle records, professional licenses, and sex offender registries, as position requires. More information is available at: http://www.csustan.edu/HR/docs/Employment/employmentafen/human_resources/HR_Background_Check.pdf

The University is an equal opportunity employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, sex, sexual orientation, covered veteran status, or any other protected status. All qualified individuals are encouraged to apply. CSU Stanislaus hires only individuals lawfully authorized to work in the United States. 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. Clery Act: In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, crime report statistics are available at: www.csustan.edu/ndsp/pages/campuscrimestatistics/index.html

INFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE

7/6/14; 8/20/14; 3/25/15; 7/1/15; 8/5/15