

Employment Opportunities

Please refer to the California State University Northridge Office of Human Resources web address for additional information and application with filing instructions.

<http://www-hrs.csun.edu/Employment/index.html>

The CSUN Office of Human Resources' phone number is 818-677-2101.

Business Coordinator

RECRUITMENT ID:

S148

CLASSIFICATION:

Accounting Technician II

DEPARTMENT:

Plaza del Sol Performance Hall

SALARY/TIMEBASE:

\$2752-4128 mo./full-time (Hiring Range: up to \$3250 mo.)

Duties:

Under general supervision, provides administrative and technical support for budget and fiscal accounting of university funds and tracks associated financial transactions for the Plaza del Sol Performance Hall (formerly Performing Arts Center). Maintains the Performance Hall's asset management system, issuing, tracking and billing for licensee and artist contracts; assists the Performance Hall management in developing, clarifying, documenting and implementing administrative and financial policies and procedures; generates reports of year-to-date financial activity; maintains journals, logs and other financial systems; obtains estimates, performs bid solicitations and evaluation, and prepares purchase orders; works collaboratively with staff to maintain and improve the integrity, condition, and value of the Performance Hall as a world-class performing arts venue for the campus and larger community. Performs other duties as assigned.

Qualifications:

Equivalent to three years of full-time, progressively responsible financial record-keeping experience that has provided the

knowledge and abilities listed. Prefer a graduate from a four-year college or university with a major in business management or accounting.

Knowledge, Specialized Skills, and Abilities:

Thorough knowledge of: financial accounting methods, budget analysis and forecasting; financial procedures and practices; spreadsheets; general office procedures and arithmetic principles. Basic knowledge of: theatre etiquette, standards and protocol, preferably through past professional work; theatrical or entertainment financial and administrative operations, particularly of a "Road House," is highly desirable, preferably in a venue that caters to both professional and community/college productions. Ability and specialized skills to: work independently and as part of a team; possess a detail-oriented work ethic; work with a high degree of accuracy; accomplish goals and deadlines; make sound decisions and recommendations regarding accounting activities; work efficiently by organizing, prioritizing and systematically addressing multiple tasks and complete them in a timely manner; analyze and interpret accounting data; recognize and utilize problem-solving techniques in finding solutions to complex accounting problems; prepare clear, accurate financial statements and reports; understand and apply applicable rules, regulations, policies, and procedures; work quickly and efficiently; exercise good judgment; demonstrate an exceptional degree of dependability, flexibility, and patience; establish and maintain effective working relationships with others; exercise tact, courtesy, alertness, and good judgment in responding to others; work effectively and sensitively with culturally diverse constituencies; provide good customer service while working with a wide variety of personalities; proven leadership in supervisory role; create a professional working environment; communicate effectively in English, both verbally and in writing; and proficiency in Microsoft Office, Word and Excel.

SUBMIT OUR APPLICATION BY: Open Until Filled