

California State University, Fresno Foundation

ADMINISTRATIVE ANALYST II – FOUNDATION FINANCIAL SERVICES

JOB ANNOUNCEMENT #22-322

POSITION SUMMARY:	Full-time, benefited position for Foundation Financial Services of California State University, Fresno Foundation. The Administrative Analyst II is responsible for providing complex analytical support within the Foundation Financial Services unit, including using independent judgment in decision making and providing overall compliance for all Trust Accounts. Other responsibilities also include taking a proactive approach in completing job duties.
ESSENTIAL JOB FUNCTIONS:	<p>Under the direct supervision of the Director, duties of position include, but are not limited to:</p> <p><u>Daily Responsibilities:</u></p> <ul style="list-style-type: none"> • Set up, review and monitor Trust accounts for account activity and compliance with Foundation policy. • Journal entries including preparation, review and posting. • Prepare, post and print invoices for trust accounts (as requested, coordinate with account stakeholders on collecting accounts receivable). • Provide customer service to faculty and staff, serving as main point of contact to campus community. • Audit and approve purchase requisitions, payment authorizations, and hourly time and effort reports. • Prepare periodic overdraft reports. • Provide analytical support for the Foundation Financial Services unit, including using independent judgment for decision making. • Ensure open line of communication with Director of Foundation Financial Services and/or Executive Director of the Foundation for any trust account issues that may need to be resolved at a higher level. • When needed, under the guidance of the Director, provide solutions for the department when minor internal office problems arise. <p><u>Periodic Responsibilities:</u></p> <ul style="list-style-type: none"> • Prepare month end project director reports for grants, contracts and trust accounts. • School and college month end Dean report for grants, contracts and trust accounts. • Equipment donations on trust accounts. • Track and renew trust accounts. • Prepare other reconciliations as needed, as well as special projects. <p><u>Yearly:</u></p> <ul style="list-style-type: none"> • Participate in audits on an as needed basis. <p><u>Other:</u></p> <ul style="list-style-type: none"> • 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 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; Bachelor’s Degree preferred. • Minimum two (2) years related experience.
COMPENSATION:	\$20.43 per hour (\$42,500 annually). Benefits include health, dental, vision, 401K and life insurance, vacation, holiday pay, and paid sick leave.
DEADLINE:	Application review begins May 16, 2022. Open until filled.

TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/ 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 Avenue Fresno, CA 93710 Fax: (559) 278-0988</p> <p>Application & resume may be e-mailed to: HRAUX@LISTSERV.csufresno.edu</p>
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RESUMES WILL NOT BE ACCEPTED WITHOUT COMPLETE APPLICATION

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/admserv/smokefree/index.html>
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.