

California State University, Fresno Foundation

POST AWARD ANALYST I – FOUNDATION FINANCIAL SERVICES

JOB ANNOUNCEMENT #21-237

POSITION SUMMARY:	Full-time, benefited position for Foundation Financial Services of California State University, Fresno Foundation. The California State University, Fresno Foundation manages all aspects of the financial activities for grants, contracts, trust accounts, investments, endowments, scholarships, loans, gifts and donations for the California State University, Fresno campus community and other Foundation customers.
ESSENTIAL JOB FUNCTIONS:	<p>Under the direction of the Post Award Manager, the Post Award Analyst I is responsible for the grant and contract accounting activity for the California State University, Fresno Foundation. Typical duties will include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Review and set up new grants and contract accounts • Provide customer service to project staff and grantor agency • Audit and approve purchase requisitions, payment authorizations and payroll time sheets for proper account number and budget fund availability • Prepares journal entries • Monitor grant and contract activity for Federal and/or State regulation compliance and contract compliance • Monitor released time, overload and independent contractor activity • Monitor Federal monthly and quarterly reports • Prepares schedules, as assigned, for the annual report • Participate in the annual audit and other audits, as required • Other related 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 in Business, Economics, Accounting or a closely related discipline • Minimum of two (2) years experience in accounting or general administrative support with experience in a fast paced, high volume, customer service environment required • Experience in working with Federal/State grants and contract administration • Working knowledge of Federal/State grants and contract regulations • Valid Driver's License, as driving may be a requirement of the position • Must possess excellent communication and interpersonal skills, maintain a high level of tact and diplomacy, and be able to work with a diverse population within the organization and the campus community • Must be very flexible and able to adjust to priorities and work under the pressure of deadlines, as work atmosphere is a rapidly changing environment • Must be PC literate with proficiency with Microsoft Word and Excel, and ability to learn accounting software in use • Must have knowledge of basic accounting debits and credits and ability to analyze accounting transactions
COMPENSATION:	\$21.63 per hour (\$45,000 annually). Benefits include health, dental, vision, 401K and life insurance, vacation, holiday pay, and paid sick leave.
DEADLINE:	Application review begins May 19, 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/adminserv/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.