

# California State University, Fresno Foundation

## INVENTORY ANALYST – UNIVERSITY DINING SERVICES

JOB ANNOUNCEMENT #22-371

<b>POSITION SUMMARY:</b>	<b>Full time benefited position for California State University, Fresno Foundation (University Dining Services).</b> Under the direction of the Accounting Technician II the Inventory Analyst’s primary responsibility is to enter all invoices received on a daily basis for all Dining Services operations.
<b>ESSENTIAL JOB FUNCTIONS:</b>	<ul style="list-style-type: none"> <li>• Data entry and various reporting functions within company database and spreadsheets</li> <li>• Verify all products and inventory counts are accurate and up to date</li> <li>• Keep records accurate and update item numbers for all locations on a regular basis</li> <li>• Ensure proper communication with management when updating and or creating new item numbers</li> <li>• Administrative duties including answering telephones, filing, computer work, check disbursement and front office coverage</li> <li>• Assist with Accounts payable</li> <li>• Provide assistance to the Accounting Technician II             <ul style="list-style-type: none"> <li>○ Assist as needed with month-end balancing and reporting</li> <li>○ Prepare and review Journal entries</li> <li>○ Prepare and review Payment Authorizations</li> <li>○ Enter Cash Deposits</li> <li>○ Accounts Receivable</li> <li>○ Meal Plans</li> </ul> </li> <li>• Other duties as assigned</li> </ul>
<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<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"> <li>• High school diploma or general education degree (GED) required; at least six (6) months related experience or relatable general office/clerical experience</li> <li>• Must have basic accounting knowledge</li> <li>• Must have strong mathematical skills</li> <li>• Knowledge of and ability to use a variety of office equipment including computer, calculator, copier/fax/scanner</li> <li>• Ability to be a “team player” and have a record of good attendance</li> <li>• Must be self-motivated and have strong interpersonal skills</li> <li>• Excellent written and oral communication skills</li> <li>• Ability to exercise good judgment and discretion</li> <li>• Must be able to handle highly sensitive information in a confidential manner</li> <li>• Must be highly flexible and able to adjust priorities under the pressure of deadlines in a fast-paced environment with frequent interruptions</li> <li>• Ability to work with a diverse population</li> <li>• Knowledge of various computer software programs</li> <li>• Experience in basic accounting and/or inventory tracking</li> <li>• Good attendance is required, including reporting to work on time and working scheduled shifts.</li> </ul>
<b>SALARY/BENEFITS:</b>	<b>\$16.00 per hour.</b> Benefits include health, dental, vision, 401K and life insurance, vacation, sick, and holiday pay.
<b>DEADLINE:</b>	<b>Application review begins October 19, 2022; Open until filled.</b>

<b>TO APPLY:</b>	<p>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html">https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html</a> for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application &amp; resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></p>
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## **RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED 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/ADA 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.