

California State University, Fresno Foundation

POST AWARD SUPPORT COORDINATOR – FOUNDATION FINANCIAL SERVICES

JOB ANNOUNCEMENT #22-314

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. This position is responsible for the administrative support tasks associated with the Post Award function.
ESSENTIAL JOB FUNCTIONS:	<p>Under the direct supervision of the Post Award Manager, duties of position include, but are not limited to:</p> <ul style="list-style-type: none"> • <u>Review new and amended agreements for sponsored programs:</u> Use a checklist to review agreements for legal requirements, compliance requirements and appropriate names of authorized signers; prepare notes to include missing items or non-compliant language in the agreement; prepare proposed agreement changes; forward notes and proposed agreement changes to Director, Foundation Financial Services for review. • <u>Coordinate between interested parties all changes to sponsored program agreements:</u> Coordinate agreement changes with Director, Foundation Financial Services, sponsor of agreement and Office of Research and Sponsored Programs; track agreement changes; prepare and track agreement routing sheets; prepare final version of agreements; route agreements for authorized signatures; return signed agreements to Office of Research and Sponsored Programs. • <u>Review other agreements with related activity for sponsored programs</u> (i.e. facility rentals, hotel rentals, bus charters, leases, etc.); prepare edits to agreements in Adobe Pro; review, print and route revised agreements to authorized signers; request insurance as needed; send fully executed agreements and insurance to appropriate individuals; update tracking of agreements. • <u>Subawards/Subcontracts:</u> Requests contract and signature information from PI and subawardee/subcontractor; requests audits and internal controls information from subrecipients; prepares initial risk assessment of subawardee/subcontractor for review; prepares subawards/subcontracts utilizing templates; routes draft subawards/subcontracts for internal and external review; facilitates changes to agreements; prepares final subawards/subcontracts; routes final subaward/subcontract for signatures; maintains subaward/subcontract tracking spreadsheet; requests insurance from subrecipients and follows up on insurance renewals; prepares and submits FFATA reporting for federal agreements; maintains subaward/subcontract files. • <u>Set up and performance of data entry for new accounts:</u> Reviews and sets up new grants and contracts; processes cost center set-up in the computer to include contract information, budget, indirect rate, customer address book numbers, remit to address book numbers, category codes, and cost share; enters supplemental data in the computer; processes journal entries, accounts payable, accounts receivable, purchasing, invoices, trial balance and other activities within cost centers, as needed; reviews documents for compliance with policies; prepares crosswalks for new accounting software, as needed. • <u>Prepares reports for Manager and Post Award Analysts to review:</u> Prepares Advanced Account Spending worksheet, AR Aging Reports, Close Out spreadsheet, and Cost Share summary. • <u>Close Outs:</u> Prepares close out checklist for closed cost centers and reviews with Post Award Analysts. Processes final close out journal entries. Prepares and maintains Close Out spreadsheet. • <u>Foreign Travel:</u> Contacts insurance company to request foreign travel insurance when needed; processes foreign travel insurance payments quarterly.

	<ul style="list-style-type: none"> • <u>Insurance</u>: Contacts insurance company and provides copies of contracts and requests insurance for grants and contracts as necessary. • <u>Monthly reports</u>: Prints and facilitates distribution of monthly reports to PIs; provides monthly end date reports to Office of Research and Sponsored Programs. • <u>Providing customer service</u>: Works through/with the Post Award Analysts on any items that require communication with our customers. • <u>Other responsibilities</u>: May participate in audits; performs 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"> • Bachelor's degree preferred in Business, Economics, Accounting or a closely related discipline • Minimum of one (1) to three (3) years accounting or general administrative support with experience in a fast paced, high volume, customer service environment required • Knowledge of and ability to use a variety of office equipment • Ability to be a "team player" and have a record of good attendance • Ability to exercise good judgment and discretion when handling sensitive and confidential information • Must be highly flexible and able to adjust priorities under pressure of deadlines and frequent interruptions • Strong attention to detail and organizational skills • Excellent interpersonal skills including written and oral communication • Ability to work with and maintain cooperative relationships with a diverse population • Professional demeanor
COMPENSATION:	\$17.30 per hour (\$36,000 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>

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.