

California State University, Fresno Foundation

ADMINISTRATIVE ANALYST – LYLES COLLEGE OF ENGINEERING F3 FARMS-FOOD-FUTURE PROJECT JOB ANNOUNCEMENT #24-639

<p>POSITION SUMMARY:</p>	<p>Full-time, benefited position with the Lyles College of Engineering through the California State University, Fresno Foundation. Under the general direction of the Dean of the Lyles College of Engineering or designee, the Administrative Analyst will work independently and collaboratively with faculty, staff and students from Fresno State, Fresno State Foundation, and external partners to support grant and contract activities. The primary responsibilities of this position include supporting the F3 Farms-Food-Future project, payroll/timesheet process coordination, document management, preparation of reports, coordination of events such as workshops and meetings, and overall grant funded projects support. The individual in this role should be self-motivated, creative, efficient and knowledgeable about financial procedures and processes. The position performs complex bookkeeping/accounting, clerical, purchasing, and payment functions that require a thorough knowledge of federal and state regulations, University policies, and departmental operations, and discretion in the dissemination of information.</p> <p>Within an overall context of serving as a customer service representative of the University, the Administrative Analyst maintains diverse and detailed financial records and provides a variety of clerical support responsibilities related to accounts payable, accounts receivable/collections, review of timesheets for payroll, ensuring accurate deposits, acquisitions and/or purchasing functions. The position supports audit compliance and includes such functions as preparing, recording, and examining fiscal records.</p>
<p>ESSENTIAL JOB FUNCTIONS:</p>	<p>Typical duties include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Maintains a complete, systematic and secure set of records (digital and/or hard copy files) for all business transactions related to the assigned projects. • Initiates payment authorizations, purchase orders, journal entries, travel, etc. as needed • Reviews all invoices and communicates with independent contractors/vendors when questions arise and clarification is needed • Assures all travel claims are completed accurately and within Foundation guidelines • Review and process fiscal and accounting documents including equipment logs for the State and Foundation, according to account requirements • Reconcile and maintain various financial accounts, which will include working with University Platforms such as PeopleSoft, JD Edwards, and Salesforce on a regular basis. • Review and set up expense and payment tracking for all contracts/accounts • Assist program activities by performing general clerical functions including maintaining files, sorting records and proofreading documents, preparing standardized forms or form letters, composing basic correspondence, operating standard office equipment, processing incoming or outgoing correspondence, verifying appropriate signatures and authorizations, preparing, editing, and maintaining a variety of online, imaged, and paper records of transactions as needed. • Assist with the preparation of quarterly and annual reports • Assist with web page and social media updates as needed. • Coordinate with external partners and organizations on grant/contract related activities • Attend in-person and/or virtual meetings as required and assigned. • Contribute to the overall success of the University performing other essential duties and responsibilities as assigned, maintaining high levels of accuracy, maintaining a professional demeanor and appropriate levels of confidentiality, and providing excellent customer service. • Contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds • 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 from an accredited university, preferably in business, accounting or closely related field. • Four years of fiscal, budget management or project management may be substituted for the required degree on a year-for-year basis. • Knowledge of basic accounting and budgeting principles and procedures • Excellent communication and interpersonal skills are required • Functional knowledge of spreadsheet software (such as Excel), word processing software (such as Word), cloud-based programs and other business-related software programs are required. • Demonstrated ability to work independently, collaboratively and successfully across all levels of an organization • Pro-active, self-directed, and able to prioritize assignments and meet deadlines • Ability to develop knowledge of, respect for, and skills to engage collaboratively with those of other cultures or backgrounds is required
SALARY/BENEFITS:	<p>\$5,546.67 per month (\$66,560.00 annually). Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick leave and holiday pay.</p>
DEADLINE:	<p>Application review begins <u>September 20, 2024</u>. Position will remain open until filled.</p>
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application.</p> <p>E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.edu.</p>

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.

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