

California State University, Fresno Foundation

ADMINISTRATIVE ANALYST II – FOUNDATION FINANCIAL SERVICES

JOB ANNOUNCEMENT #24-660

POSITION SUMMARY:	<p>Full-time, benefited position with Foundation Financial Services through the 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.</p>
ESSENTIAL JOB FUNCTIONS:	<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 of two (2) years related administrative and/or bookkeeping experience. • Detail-oriented and acute attention to detail • Excellent verbal and written communication skills • Strong computer skills in Microsoft Office Suite (primarily Word and Excel), Adobe products, and JD Edwards • Ability to provide excellent customer service and demonstrate patience and professionalism while working with the campus community • Ability to effectively multitask in a fast-paced and deadline-driven environment • Ability to maintain files and records in an organized manner • Ability to work effectively both independently and in a team environment

SALARY/BENEFITS:	\$21.00 - \$23.00 per hour. Benefits include health, dental, vision, 401K and life insurance, vacation, sick leave, and holiday pay.
DEADLINE:	Application review begins <u>November 22, 2024</u>. Position will remain open until filled.
TO APPLY:	Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.edu

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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