

California State University, Fresno Foundation

ADMINISTRATIVE COORDINATOR – TITLE IV-E CHILD WELFARE PROGRAM, **DEPARTMENT OF SOCIAL WORK EDUCATION** **JOB ANNOUNCEMENT #25-756**

POSITION SUMMARY:	Full-time, benefited position with the Title IV-E Child Welfare Program within the Department of Social Work Education through the California State University, Fresno Foundation. Working under the general supervision of the Program Coordinator in the Title IV-E Child Welfare Program within the Department of Social Work Education, the Administrative Coordinator performs a variety of administrative, analytical, and budgetary duties in support of the California Title IV-E Program. This position assists the Program Coordinator in meeting the program's mission to prepare a diverse group of social workers for careers in qualifying public child welfare agencies, including, county public Child Welfare Services, Probation Department providing child welfare services, California Department of Social Services (CDSS) and/or Tribal Agencies/Urban Indian Agencies. by providing critical administrative and fiscal support. The incumbent is responsible for budget monitoring and analysis, financial operations, student services coordination, and general program administrative operations. This position manages day-to-day fiscal operations, maintains financial records, processes transactions, and prepares budget reports under the guidance of the Program Coordinator. The Administrative Coordinator coordinates multiple complex projects simultaneously, ensures compliance with grant regulations, and serves as a resource for fiscal and administrative matters within the program. This position provides lead work direction to administrative support staff including training, coordinating work assignments, and ensuring completion of tasks. The incumbent exercises independent judgment within established procedures and policies and refers complex or unprecedented matters to the Program Coordinator for guidance and approval.
ESSENTIAL JOB FUNCTIONS:	Budget Monitoring, Analysis, and Support (35% of time) • Monitor and track budget performance across multiple funding sources, identifying variances and potential issues for management review • Assist the Program Coordinator in the preparation and documentation of annual and biennial program budgets for Title IV-E, SERVE, BASW, and MSW programs • Prepare monthly, quarterly, and annual budget reports showing expenditures, revenues, and variances for review by the Program Coordinator • Analyze budget data and prepare financial summaries to support management decision-making • Assist in budget re-budgeting processes and prepare match documentation and reports for California Title IV-E Program requirements • Reconcile budget allocations and accounting transactions across all program areas on a regular basis • Track position allocations and personnel costs, coordinating with Auxiliary HR and Fresno State Foundation Financial Services as directed • Maintain detailed fiscal documentation to support audit requirements and regulatory compliance • Monitor expenditures to ensure they are appropriate, properly coded, and within approved budget spending plans • Assist in developing budget projections and forecasts using financial data and historical trends • Apply knowledge of federal/state grant regulations and contract requirements to budget monitoring activities

Financial Operations and Accounting (30% of time)

- Perform accounting functions, including maintaining, reconciling, and analyzing accounting transactions and expenses across multiple fund sources
- Process requisitions, purchase orders, receiving documents, invoices, and payments, ensuring proper coding, documentation, and adherence to policies
- Prepare and process disbursement of stipend and reimbursement payments to students, ensuring accurate calculation and timely distribution
- Make travel arrangements and process travel reimbursements and claims for Title IV-E faculty and staff
- Monitor and track revenue sources, including charge-backs and transfer of expenses, ensuring appropriate credits and debits
- Reconcile non-state accounts and ensure appropriate revenue and expenditure transactions
- Maintain detailed financial records and filing systems for audit compliance and regulatory adherence
- Coordinate year-end budget reconciliation and closeout processes under supervision
- Utilize financial systems, including JD Edwards (or current system), to process transactions and generate reports
- Requisition and manage supplies and materials for the program

Program Administration and Coordination (25% of time)

- Perform data entry and maintenance of the California Title IV-E Program Student Information System for all participating students, including employment obligations, delay/waiver petitions, and monetary repayment tracking
- Coordinate student recruitment and selection committee activities, managing all applications, correspondence, and screening processes for Title IV-E students
- Maintain confidential student files and manage the Title IV-E Thesis/Resource Library
- Plan and coordinate meetings, workshops, seminars, and conferences, including preparing agendas, materials, and follow-up on action items
- Attend staff meetings, prepare accurate minutes, and ensure proper documentation and routing
- Provide administrative support for grant reporting requirements and documentation
- Coordinate with campus departments, county agencies, and external partners on program-related matters
- Oversee general administrative and clerical functions, including mail processing, visitor and telephone screening, and handling routine requests independently
- Maintain and provide oversight of confidential filing systems and ensure compliance with privacy regulations
- Assist in the preparation of grant proposals and program reports as assigned
- Prepare correspondence and other documents from rough drafts to final form, ensuring proper format, accuracy, completeness, and proper routing

Lead Work Direction and Training (10% of time)

- Provide lead work direction and training to office staff, including administrative support staff and student assistants
- Train all office staff on office procedures, systems, financial processes, and compliance requirements
- Coordinate and assign work to support staff to ensure efficient office operations
- Review work of support staff for accuracy and completeness
- Serve as a resource for staff on administrative and fiscal procedures
- Assist in orienting new staff members to office operations and policies

POSITION REQUIREMENTS:	<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> Required: • Bachelor's degree in Business Administration, Public Administration, Accounting, Finance, or related field. Equivalent combination of education and experience will be considered. • Five years of administrative/clerical experience, including budget and financial operations, preferably within the public sector or a higher education institution. • Demonstrated experience with budget monitoring, reconciliation, and financial record-keeping • Experience with grant-funded programs and federal/state grant compliance and financial record-keeping • Demonstrated ability to monitor and reconcile complex budgets with multiple funding sources • Experience providing lead work direction or training to others • Proficiency with Microsoft Office Suite applications, including advanced Microsoft Excel proficiency using formulas, pivot tables, VLOOKUP, data analysis, and reporting functions Preferred: • Experience with California Title IV-E Program or similar grant-funded educational programs • Experience with CSU financial systems and policies • Experience with student services administration • Proficiency in virtual meeting platforms (Zoom, Microsoft Teams, Google Meet), including scheduling, hosting, managing breakout rooms, screen sharing, and troubleshooting technical issues for participants. • Experience with JD Edwards Financial Accounting System, or similar enterprise system • Familiarity with the California Title IV-E Program Student Information System or similar student tracking databases • Experience with digital collaboration tools, such as Doodle or Google Drive • Knowledge of Google Email and Calendar applications
COMPENSATION:	\$4,166.67 - \$4,583.33 per month (\$50,000 - \$55,000 annually). Salary will be commensurate and competitive with experience and qualifications. Benefits include health, dental, vision, life and 401(k), vacation, sick leave, and holiday pay.
DEADLINE:	Application review begins <u>November 17, 2025</u>; 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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