

California State University, Fresno Foundation

ADMINISTRATIVE AND PAYROLL ASSISTANT – AUXILIARY SERVICES

JOB ANNOUNCEMENT #24-646

POSITION:	<p>Full-time, benefited position under the California State University, Fresno Foundation. The Administrative and Payroll Assistant will be responsible for the administrative support functions of California State University, Fresno Association, Inc., and other entities to which the Association provides management services. This position will also be responsible for assisting with the day-to-day tasks within the payroll department. Workload between administrative and payroll tasks will be adjusted accordingly on a daily and/or weekly basis, depending on the demand.</p>
ESSENTIAL JOB FUNCTIONS:	<p><u>Administrative</u></p> <ul style="list-style-type: none"> • Prepare and/or review various basic purchasing, service and similar contracts using a standard agreement template. • Assist with the preparation of board meeting agendas and meeting minutes for the Association, Foundation Board of Governors, the Agricultural Foundation, and Fresno State Programs for Children, and their respective Audit Committees, as well as the Food Services Advisory Subcommittee of the Association Board. Frequency is approximately four to five times each fiscal year. • Assist with preparation of board and committee packets based on agenda items, with some meeting packets at certain times requiring a high volume of preparation (budgets in May, Annual Reports in September). • Assist with the organization and tracking of certificate of insurance requirements for agreements. • Assist with posting of meeting notices and agendas and scheduling all board and committee meetings on google calendar for member attendance. Frequency is approximately four to five times each fiscal year. • Assist with preparing and sending out annual conflict of interest forms to auxiliary organization board members, manage collection of executed conflict of interest forms and maintain records of said forms. • Prepare payment authorizations; Work with vendors for any billing or payment discrepancies/questions. • Archive the meeting materials for each Board and committee; Organize packets in the value and ensure all packets are complete with any required signatures and handouts. • Assist with composing correspondence as needed • File and maintain organization of forms and documents. • Maintain confidentiality <p><u>Payroll</u></p> <ul style="list-style-type: none"> • Provide customer service to a diverse population including Fresno State students, Faculty/Staff and non-Fresno State employees • Assist with payroll functions, which may include communicating with employees/Project Directors regarding discrepancies, verifying forms, alphabetizing and check stuffing • Review timesheets to verify information such as: overtime, double time, meal penalties, etc. • Calculate total wages, and enter data into payroll system and reconcile payroll discrepancies • Collect and maintain Payroll Overload Agreements for all University employees who also get paid through the Foundation • Process and issue employee paychecks and statements of earnings and deductions • Provide information to customers on payroll and tax issues • Keep informed about changes in tax and deduction laws that apply to the payroll process • Prepare and balance period-end reports and reconciliation of payrolls

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 GED • One (1) year of related experience required • Computer literacy: Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft Visio • Ability to listen to information, accurately document pertinent facts and make note of any further action • Ability to work efficiently, exercise time management skills and meet deadlines • Ability to work cooperatively with other employees and the campus community
COMPENSATION:	<p>\$17.00 per hour. Benefits include medical, dental, vision, 401k, life insurance, vacation, sick leave, and holiday pay.</p>
DEADLINE:	<p>Application review begins October 18, 2024. 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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