

California State University, Fresno Foundation

ALUMNI ADMINISTRATIVE ANALYST – ALUMNI ENGAGEMENT & ANNUAL GIVING JOB ANNOUNCEMENT #23-513

POSITION SUMMARY:	<p>Full-time, benefited position with the Alumni Engagement & Annual Giving department under the California State University, Fresno Foundation. The position reports to the Executive Director of Alumni Engagement and Annual Giving, and under the lead work direction of the Alumni Operations Analyst. The Alumni Administrative Analyst supports the general operational and accounting functions for the Office of Alumni Engagement and Annual Giving (AEAG) and the Fresno State Alumni Association (FSAA). This organization is a large and complex organizational unit with broad impact involving a 30-member Board of Directors and 17 alumni chapters, clubs and networks. The Alumni Administrative Analyst supports the mission of Fresno State and the FSAA by assuring that job duties and responsibilities are completed in a timely manner and that a high spirit of cooperation exists in dealing with staff, faculty, administrators, students, alumni, and volunteers. The incumbent is expected to exercise discretion, diplomacy, initiative, and good judgment. Day-to-day work is performed with a moderate degree of autonomy.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the direction of the Executive Director, the incumbent will be responsible for the following, including, but not limited to:</p> <p>Operational/Accounting Duties</p> <ul style="list-style-type: none"> • Serve as the main point of contact and oversee the daily operations of the Alumni Engagement and Annual Giving office. • Process all accounts payable and receivables. • Assist with financial forms/processes such as: purchase requisitions, direct pays, travel applications, travel claims, invoice creation and tracking, and requesting parking codes. • Reconcile and process monthly revenue and expenses financial reports (state, foundation and FSAA). • Ensure donor data and donations are recorded accurately in the University donor database. • Works closely with Alumni Operations Analyst, outside auditors and Insurance Agents to ensure accuracy of Alumni Association's financial transactions and insurance liability. • Composes confidential correspondence. • Prepares reports, participates, and records minutes for Alumni Board, Finance and Executive committee meetings. <p>Chapters, Clubs, and Networks (CCNs)</p> <ul style="list-style-type: none"> • Assist CCNs volunteers with event plans and operational paperwork such as: payment reimbursements, deposits, transfers, renewal packets, etc. • Ensure all pre and post event revenue and expenses reporting are completed and reconciled in a timely manner. • Draft communications, assist with preparation of reports, develop informational resources, and monitor compliance with the policies and procedures for CCNs. • Maintain CCN correspondence, records, and files. <p>FSAA Scholarship Program</p> <ul style="list-style-type: none"> • Manage Academic Works to track approximately 100 scholarships and more than 135 student recipients. • In collaboration with the Director of Alumni Connections and the Alumni Operations Analyst, coordinate communications with donors, scholarship recipients, and the Fresno State Financial Aid and Scholarship Office. • Assist with the preparation of scholarship correspondence and scholarship reports. • Mail Spring/Fall endowment fund balance/statements to donors for each scholarship. <p>Secondary duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Oversee the FSAA main telephone line, copier, and postage machine. • Maintain and order office supplies as needed. • Maintain and oversee the FSAA inventory and tracking. • Ensure donation/gift receipts are prepared and mailed in a timely manner. • Provides support during events, which may include working occasional evenings or weekends and travel. • Other duties as assigned.

POSITION REQUIREMENTS:	<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> <p>Required Qualifications:</p> <ul style="list-style-type: none"> • High school diploma required. <ul style="list-style-type: none"> ◦ Bachelor's degree preferred. • Five (5) years of directly related financial, budget, and administrative work experience in a deadline driven, collaborative work environment involving financial accounting, reporting, and analysis. <ul style="list-style-type: none"> ◦ Relevant education can be substituted for required years of experience on a year-for-year basis. • Thorough knowledge of policies, procedures and outside regulations pertaining to the accounting and financial practices, pertinent laws, and regulations of nonprofit organizations. • Ability to set priorities, manage workflow, track, and coordinate highly detailed projects in a well-organized, timely and efficient manner. • Demonstrated strong ability to use technology in order to streamline office processes to improve effectiveness. • Knowledge of computer office systems and using a broad range of technology, systems, and software (Microsoft software suite and Google apps). • Outstanding oral and written communications skills, including grammar, spelling and punctuation. • Ability to maintain a team-oriented attitude with all co-workers. • Knowledgeable about data management, data entry, and databases. • Capacity to use independent judgment to make decisions, interpret, and apply a wide range of policies and procedures. • Ability to perform research using the Internet and other sources. • Knowledge of general office methods, procedures, and practices. • Attention to detail and commitment to accuracy. • Demonstrated ability to handle confidential documents, data, and projects. • History of punctuality, attendance, and positive performance reviews. • Must possess a valid driver's license, reliable vehicle and insurance as travel may be required. <p>Preferred Specialized Experience and Skills:</p> <ul style="list-style-type: none"> • Experience in higher education • Knowledge of Sage Intacct Cloud Accounting • Experience working in administrative support, customer service, alumni relations, fundraising, marketing, accounting, or communications.
SALARY/BENEFITS:	\$3,833.34 per month. Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay.
DEADLINE:	Application review begins November 23, 2023; open until filled.
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. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.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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