

California State University, Fresno Foundation

ALUMNI FINANCIAL AND SCHOLARSHIP COORDINATOR - **STUDENT, ALUMNI, & FRIENDS ENGAGEMENT** **JOB ANNOUNCEMENT #26-827**

POSITION SUMMARY:	Full-time, benefited position with Student, Alumni and Friend Engagement through the California State University, Fresno Foundation. The position reports to the Executive Director of SAFE/FSAA, and under the lead work direction of the Alumni Financial Principal Accountant. The Alumni Financial and Scholarship Coordinator supports the general operational and accounting functions for the Office of SAFE and 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 Financial and Scholarship Coordinator 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 to significant degree of autonomy.
ESSENTIAL JOB FUNCTIONS:	Operational/Accounting Duties • Serve as the main point of contact and oversee the daily operations of the SAFE office. • Process all accounts payables 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 Financial Principal Accountant, outside auditors and Insurance Agents to ensure accuracy of FSAA's financial transactions and insurance liability. • Composes confidential correspondence. • Prepares reports, participates, and records minutes for Alumni Board, Finance and Executive committee meetings. Chapters, Clubs, and Networks (CCNs) • Provide administrative and operational support to CCNs volunteers, including event plans and operational paperwork such as: payment reimbursements, deposits, transfers, renewal packets, invoices, catering orders, etc.; • Monitor outstanding financial documentation and follow up with CCN volunteers to ensure timely completion of Foundation requirements. • Review, process, and reconcile all pre- and post-event revenue and expenses reporting, to ensure that all paperwork is completed and reconciled in a timely manner; • Communicate with CCN volunteers regarding Foundation policies and procedures; prepare financial reports, draft communications, and provide guidance on Foundation requirements. • Maintain CCN correspondence, financial records, event documentation, and program files. FSAA Scholarship Program • Manage Academic Works and the Scholarship Data Spreadsheet to track approximately 100 scholarships and more than 135 student recipients; • Manage scholarship selection committee records and communications, including maintaining volunteer information, providing training on AcademicWorks, and supporting the annual scholarship selection process;

	• In collaboration with the Director of Development, Central t, coordinate communications with donors, scholarship recipients, and the Fresno State Financial Aid and Scholarship Office; • Prepare scholarship correspondence, recipient notifications, and other stewardship materials for donors, scholarship recipients, and selection committees; • Facilitate the creation and distribution of the Spring/Fall endowment fund balance/statements to donors for each scholarship. • Plan and execute the annual Scholarship Connection Luncheon, coordinating event logistics and communications. • Develop, maintain, and improve scholarship procedures, tracking tools, reports, and program documentation to support efficient scholarship administration. Secondary duties include, but are not limited to: • Oversee the FSAA/SAFE main telephone line, copier and postage machine; • Maintain and order office supplies as needed; • Maintain and oversee the SAFE/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:	<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 Qualifications: • High school diploma required. ○ Bachelor's degree preferred • Three years of directly related financial, budget, and administrative work experience in a deadline driven, collaborative work environment involving financial accounting, reporting, and analysis. • 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 process 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.

	Preferred and/or Specialized Qualifications: • Experience in higher education • Knowledge of Sage Intacct Cloud Accounting • Experience working in administrative support, customer service, alumni engagement, fundraising, marketing, accounting or communications.
COMPENSATION:	\$4,416.67 per month (\$53,000 annually). Benefits include health, dental, vision, life and 401(k), vacation, sick, and holiday pay.
DEADLINE:	Application review begins August 13, 2026 . 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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