

California State University, Fresno Foundation

INTERNAL APPLICANTS ONLY

BUSINESS MANAGER – SOCIAL WELFARE EVALUATION, RESEARCH, AND TRAINING CENTER (SWERT)

JOB ANNOUNCEMENT #26-795

POSITION SUMMARY:	<p>Full-time, benefited position with the Social Welfare Evaluation, Research and Training Center (SWERT) through the California State University, Fresno Foundation. The Business Manager holds the primary role of leading and overseeing financial operations, providing support to the Center’s team, while upholding training operations, coordination, and integration for Central California Training Academy (CCTA) and the Adult Services Training Academy (ASTA). The position plays a critical role in developing business management goals and objectives to ensure contract compliance and efficiency of business operations. The Manager performs complex bookkeeping, accounting, purchasing, maintenance of diverse and detailed financial records and payment functions, review of timesheets for payroll, ensuring accurate deposits, acquisitions, and/or purchasing functions. The position supports audit compliance and includes such functions as preparing, recording, and examining fiscal records.</p> <p>The Business Manager is under the supervision of the Academy Directors within the overall context of serving as a customer service representative of the Center and University. The position requires thorough knowledge of federal and state regulations, University policies, departmental operations, as well as discretion in disseminating information. Beyond technical tasks, this role facilitates the development of internal communications and procedures to ensure efficient operation of the main office, providing guidance that integrates the Center’s vision and mission.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the supervision of the Academy Directors, the incumbent will be responsible for the following operations:</p> <ul style="list-style-type: none"> • Track and coordinate all pre- and post-award activity for all contracts between SWERT – CCTA/ASTA Academy and Fresno State Foundation and state and local government agencies. • Create internal contract tracking spreadsheets to include pre-award execution process and post-award expenditures. • Work with the Executive Leadership Team on fiscal forecasting and mid-year re-budgeting. • Ensure contract review, compliance, budget development, and oversight of fiscal accountability for multiple projects, including the effectiveness of services and contract requirements. • Make recommendations on cost allocation methodology to maximize the use of various funding streams • Inform and train managers and supervisory staff on funding strategies that align with cost allocation methods, allowing for effective monitoring and reconciliation • Maintain a complete, systematic, and secure set of records for all business transactions, including training expenditures, and provide monthly, quarterly, and annual fiscal reports to the Academy Directors and program staff as needed. • Analyze, forecast, and plan budgets for all CCTA/ASTA Academy projects. • Ensure timely reconciliation of all fiscal transactions (requisitions, travel reimbursement, invoices, hospitality forms, purchase orders, and journal entries) for each project in partnership with the Directors and the Foundation Grant Analyst. • Supervise, mentor, and train support staff, Workforce Technical Assistants, and student interns, applying internal communication and guidance on procedures that ensure the efficient operation of the office.

- Provide ongoing monitoring and evaluation of performance, analysis and assignment of workload, oversight of tasks, and advanced problem solving.
- Under the direction of the Academy Directors, provide orientation for new employees to the organization, as well as provide guidance and instructions related to purchasing, completion of attendance forms, hourly time and effort reports, travel claims, and reimbursements, etc., and ensure all documents are received by the Foundation office in a timely manner.
- Develop and maintain procedures and manuals for standardization and ensure compliance with Foundation policies and funding source reporting requirements.
- Initiate payment authorizations, purchase orders, journal entries, travel advances, airfare, etc., as needed.
- Assure all invoices are authorized for payment in an accurate and timely manner.
- Provide ongoing maintenance and oversight of financial spreadsheets for tracking all transactions (salaries, benefits, and operating expenditures) over the fiscal year.
- Reconcile expenditures and wage/benefits with Fresno State Foundation's financial operating system; resolve any discrepancies.
- Coordination of internal calendars to support training delivery and oversight of monthly invoice tracking
- Provide information and resources to independent contractors/vendors regarding reimbursement procedures, timeframes, and policies in accordance with Foundation guidelines.
- Ensure all travel claims are completed accurately and within Foundation guidelines.
- Review and process fiscal and accounting documents, including equipment logs for the State and Foundation, according to contract and accounting requirements
- Review and set up expense and payment tracking for all contracts/accounts.
- Reconcile and maintain various financial accounts
- Create and submit Transaction Forms to Human Resources for annual cost center changes and maintenance of updated records.
- Review and process employee cell phone stipend requests and maintain tracking log records.
- Maintain clear and concise communication with all staff and partners to ensure the efficient operation of the Center.
- Assist with Center activity by performing general administrative and clerical functions, including maintaining files, sorting records and proofreading documents, preparing standardized forms or form letters, composing basic correspondence, operating standard office equipment, processing incoming or outgoing correspondence, verifying appropriate signatures and authorizations, preparing, editing, and maintaining a variety of online, imaged, and paper records of transactions as needed.
- Provide inventory/office supplies information to the Center Directors to ensure a well-organized office functioning.
- Ensure office organization i.e. filing, storage, and training room readiness that supports the Center's mission
- Contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Contribute to the overall success of the Center by performing other essential duties and responsibilities as assigned, maintaining high levels of accuracy, professional demeanor, appropriate levels of confidentiality, and providing excellent customer service.
- Attend monthly staff meetings, lead CCTA/ASTA fiscal meetings and oversee follow-up, hold monthly supervision meetings, and meet with the Fresno State Foundation staff as necessary.
- Provide quality control oversight of all Service Agreements that contract with Independent Contractors

	<ul style="list-style-type: none"> • Provide site management responsibilities, including opening and closing duties of SWERT office • 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:</p> <ul style="list-style-type: none"> • Associate's Degree in Accounting, Business, Business Management, or a closely related field. Bachelor's degree preferred. • Seven or more years of experience and/or training in business or fiscal management; or equivalent combination of education and experience. • Knowledge of accounting, general ledger programs, and budgeting principles, including pre- and post-award processes • Ability to maintain organization and management • Exceptional aptitude in accounting procedures and standard office equipment. • Excellent communication and interpersonal skills are required. • Expertise in spreadsheet software (such as Excel), word processing software (such as Word), cloud-based programs (including Google Drive, Docs, Sheets), and other business-related software programs is required. • Proficiency in writing, revising, and managing policy and procedure documentation for internal constituents • Demonstrated experience in working in collaboration with other professionals from various diverse backgrounds. • Must possess a valid driver's license, reliable vehicle, and valid insurance, as travel may be a requirement of the position. <p>Preferred:</p> <ul style="list-style-type: none"> • Knowledge of California's Social Service System • Interest in public service • General knowledge of Title IV-E rules and regulations
COMPENSATION:	\$7,500 per month (\$90,000 annual). Benefits include medical, dental, vision, life and 401(k), vacation, sick leave, and holiday pay.
DEADLINE:	Application review begins April 29, 2026 ; 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.</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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