

California State University, Fresno Foundation

BUSINESS & FISCAL MANAGER – CENTRAL CALIFORNIA TRAINING ACADEMY/ADULT PROTECTIVE SERVICES TRAINING ACADEMY **JOB ANNOUNCEMENT #22-411**

POSITION SUMMARY:	<p>Full-time, benefited position with the Central California Training Academy & Adult Protective Services Training Academy through the California State University, Fresno Foundation. The Business Fiscal Manager is responsible for leading and overseeing financial operations for the Central California Training Academy and the Adult Protective Services Training Academy. This position serves as a critical role in developing business management goals and objectives to ensure contract compliance. The Business Fiscal Manager will be responsible for ensuring the efficiency of business operations, as well as developing and implementing strategic goals and objectives. This position works closely with the Directors and Assistant Directors to provide guidance that enhance performance in a manner that integrates the Center's vision and mission. The position will facilitate the development of internal communication and procedures to ensure efficient operation of the main office. This includes supervision of office staff, office operations, development, implementation and adherence to procedural policies for consistency and standardization of office practices. The incumbent will be responsible for budget development support, the development and review of office procedures that enhance the integration and improve the functioning between the Foundation, University and statewide partners. The position will research and analyze budgets, establish a system to project scope of work adjustments with fiscal implications and cost benefit analyses.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the general supervision of the Assistant Director, the incumbent will be responsible for the following operations. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Assist with the development of project budgets that support the scopes of work • Manage multiple or complex budgets ensuring contract compliance • Collaborate with Project Leads regarding budget projections and deliverables • Manage the office operations to ensure a productive work environment • Supervise the work of the office support staff and provide feedback to improve effectiveness and efficiency • Establish and maintain procedural guides for office operations • Oversee the production of all training materials • Research and prepare preliminary reports for the Director • Research, recommend and implement resources that support the Center vision and mission • Gather and analyze external and internal data for reports • Ensure productive relationships with financial services and human resources • Establish general onboarding orientation for all employees and coordinate onboarding plans with supervisory staff • Create and maintain records, confidential personnel files and database systems to support contract compliance and audit • Contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds • Maintain and support a strong commitment to the Center's mission and values • Occasional travel within California • Other duties as assigned
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"> • Bachelor's Degree in Business, Management or closely related field required, MBA degree preferred • Three years (3) experience supporting a senior executive or management team • Prior supervisory experience • Ability to support budget creation and modification process • Ability to review contracts and track compliance related to budgets and deliverables • Strong analytical skills

	<ul style="list-style-type: none"> • Knowledge of database systems to facilitate business projections • Comprehensive knowledge and use of standard office procedures and practices • Excellent written and verbal communication skills - writing, editing, and proofreading • Ability to pay attention to detail, exhibit sound judgment, prioritize and make decisions • Excellent organization and time-management skills • Capable of effectively meeting time-sensitive deliverables with accuracy and a high level of attention to detail • Proficient knowledge of frequently used computer software, applications and programs, including the Microsoft Office Suite, Google and Adobe Acrobat (Outlook, Word, PowerPoint, Excel, Gmail, Google docs, Google sheets and Adobe Sign) • Superior working knowledge of Excel is essential • Strong interpersonal skills that cultivate productive working relationships among diverse teams and across programs • People management/leadership skills; including the ability to influence, negotiate and achieve results through others • Ability to recognize, protect and secure confidential information • Creative and innovative • Thrives in a fast-paced diverse environment • Must possess a valid California driver's license and insurance
SALARY/BENEFITS:	\$7,083.00 - \$7,500 per month. Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay.
DEADLINE:	Application review begins January 3, 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.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.