

# **California State University, Fresno Association, Inc.**

## **DIRECTOR OF FINANCE – FOUNDATION FINANCIAL SERVICES**

**JOB ANNOUNCEMENT #24-645**

<b>POSITION SUMMARY:</b>	<p><b>Full-time, benefited position with Foundation Financial Services through the California State University, Fresno Association, Inc.</b> The Director of Finance is responsible for the management, leadership, and strategic planning for the Foundation financial services unit which includes financial reporting, accounting operations, endowment management, trust account oversight, compliance oversight and customer service. In addition, the incumbent will provide leadership, supervision, and training to the Foundation financial team to ensure operational effectiveness and implement improvements where required. The Director also interacts with various individuals from the campus community, the broader community, board members and donors.</p> <p>Responsibilities include but are not limited to: Timely and accurate financial reporting, general ledger accounting and account reconciliation, billing, accounts receivable and cash receipt reporting, collections, accounts payable, fixed asset accounting, client relations/customer service, grant, contract and trust accounting compliance and administration, donation accounting, scholarship, loan and endowment accounting.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<ul style="list-style-type: none"> <li>• Provides management, leadership, and guidance for the Foundation financial team; sets department goals and priorities to meet the needs of our customers; address any team concerns or conflicts when needed; provide conflict resolution</li> <li>• Responsible for preparation and compilation of annual audited financial statements, working with external auditors in developing timeline of annual audit to ensure compliance with Chancellor’s office deadlines.</li> <li>• Responsible for the oversight of annual tax returns prepared by external auditors, prepares summary of tax return and works with Audit Committee chair to coordinate prestation to Audit Committee and Board of Governors</li> <li>• Reviews monthly Statement of Activities, identifying trends or variances, prepares monthly management summary.</li> <li>• Prepares annual proposed endowment payout pools and Endowment Performance Report, working collaboratively with campus colleagues.</li> <li>• Reviews monthly bank account reconciliations prepared by accounting staff within 45 days of month end.</li> <li>• Responsible for annual preparation of NACUBO Study of Endowments</li> <li>• Oversees preparation of annual budget.</li> <li>• Preparation of annual accounting for Trinity Loan.</li> <li>• Prepares various financial analyses/reports required for various meetings/presentations.</li> <li>• Ensures compliance with all internal controls, makes recommendations where necessary.</li> <li>• Ensures reporting compliance with government agencies.</li> <li>• Monitors balance of available surplus, keeping continuous historical data of support to University.</li> <li>• Prepares and oversees accounting and finance activities for The Maddy Institute (monthly and annual financial statements, bank reconciliations, tax returns, governmental information returns, annual budget, investments and cash flow management, participate in Finance Committee and Board meetings.</li> <li>• Prepares and oversees accounting and tax returns for New California Ventures, LLC.</li> <li>• Participates in formulating and implementing financial and administrative policies. Serves as a resource regarding financial issues concerning the administration and operation of auxiliary services and facilities; researches issues for resolution of problems; develops recommendations regarding operations, taxes, policies, services, and operating guidelines.</li> </ul>

	<ul style="list-style-type: none"> <li>• Prepares cash flow and investment income forecasts; participate in Investment Committee meetings and interact with financial investment firms as needed.</li> <li>• Oversees Student Managed Investment Fund (includes guest lecture every semester)</li> <li>• Serves as Trustee for Foundation’s 401(k) plan.</li> <li>• Performs daily and/or regular review of: accounts payable check disbursements and EFTs; Reviews all trust account disbursements over \$1,000 and all Purchase Orders over \$10k; Review all disbursements from Office of the President and Vice-President trust accounts.</li> <li>• Conducts all contract, agreement, and/or amendment review, utilizing outside counsel when necessary.</li> <li>• Builds and maintains positive and productive working relationships with campus administration, faculty, staff, and students, Board of Directors, other CSU Auxiliary Executive Directors, Office of the Chancellor Staff, local businesses, and third-party partners.</li> <li>• Seeks out ways to improve processes and efficiency for the overall unit.</li> <li>• Possesses an understanding of job tasks within the overall unit; ensure continuity and timely workflow.</li> <li>• Participates in University Advancement/Development activities as requested by the Vice President of University Advancement/Executive Director of the Foundation</li> <li>• Attends the Foundation Board of Governors and Audit, Budget, and Investment Committees meetings.</li> <li>• Serves on committees as assigned.</li> <li>• Other duties as assigned</li> </ul>
<b>POSITION REQUIREMENTS:</b>	<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"> <li>• Bachelor’s Degree in Business, Economics, Accounting, or a closely related discipline.</li> <li>• Minimum of five (5) years of related experience in corporate accounting or similar environment.</li> <li>• CPA license preferred.</li> <li>• Evidence of successful financial portfolio management is highly desirable.</li> <li>• Proven ability to supervise, lead, and work effectively with a diverse range of individuals within the organization and the campus community.</li> <li>• Must possess excellent communication and interpersonal skills, and maintain a high level of tact, diplomacy, and confidentiality.</li> <li>• Must be flexible and able to adjust priorities and work under the pressure of deadlines.</li> <li>• Must be proficient in accounting/budgeting software and Microsoft Office (primarily Excel and Word).</li> </ul>
<b>COMPENSATION:</b>	<b>\$10,416.67 – \$11,250.00 per month (\$125,000 - \$135,000 annual).</b> Salary will be commensurate with education and experience. Benefits include medical, dental, vision, life insurance, CalPERS retirement, vacation, sick leave, and holiday pay.
<b>DEADLINE:</b>	Application review begins on <b>November 1, 2024</b> . Position will remain open until filled.
<b>TO APPLY:</b>	<p>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html">https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html</a> for job announcement and application.</p> <p><b>Employment application and resume must be emailed to: <a href="mailto:auxiliary-hr@mail.fresnostate.edu">auxiliary-hr@mail.fresnostate.edu</a></b></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 Association, Inc. This is not a State of California position.

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