

# California State University, Fresno Foundation

## **FISCAL ASSISTANT – KREMEN SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT**

### **JOB ANNOUNCEMENT #23-535**

<b>POSITION SUMMARY:</b>	<p><b>Full-time, benefited position with the Kremen School of Education and Human Development (KSOEHD) through the California State University, Fresno Foundation.</b> Under the supervision of the Dean and in coordination with the Budget Analyst, the Fiscal Assistant is responsible for providing fiscal support to the Kremen School of Education and Human Development (KSOEHD). This position will develop direct working relationships with faculty to support them with their extramural research funding, including providing first-level support with activity on their funding as well as with guidance complying with federal, state, and institutional policy. The Fiscal Assistant will work independently on complex awards involving multiple investigators and/or multiple sub-awards. Specifically, this position assists in the financial management of contract and grant funding, gift, and trust account funding. This position works with campus colleagues, Foundation staff, subcontractors, and grantor agencies.</p> <p>KSOEHD was awarded 45 grants and contracts totaling \$5.05M in 2022-23. KSOEHD receives funding for teacher and counselor education partnerships, leadership outreach and training, and a variety of other educational related projects. Consequently, fiscal support is vital to KSOEHD's current and future success. This position would work in coordination with the Budget Analyst and is responsible for managing and processing existing contracts, payments, and grant-related documents (all sponsored program activity) as well as helping secure future opportunities through grant applications.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the supervision of the Dean and in coordination with the Budget Analyst, the Fiscal Assistant is responsible for:</p> <p><u>Key Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Perform detailed reconciliations of all assigned funds monthly. Review expenditures to date and analyze spending trends. Adjust encumbrances and identify new obligations as needed. Identify discrepancies between planned and actual spending. Identify, investigate, and resolve inappropriate ledger entries and alert appropriate individuals (project manager, budget analyst, Dean, etc.) of variances.</li> <li>• Provide customer service to project staff and grantor agencies.</li> <li>• Prepare and submit payment authorizations, travel claims, time sheets, employee reimbursements, student support stipends, purchase requisitions, requests for purchase orders, requests for billings, and invoices.</li> <li>• Monitor and review account balances and allowable costs (per grant/contract documentation and University/Foundation policies).</li> <li>• Check to ensure all items include authorized signatures.</li> <li>• Verify fund availability per line item, as well as the total project budget.</li> <li>• Review posting of expenditures within accounting system, prepare and log journal entries for corrections as needed.</li> <li>• Contribute to the total effectiveness of KSOEHD, communicating openly, solving problems proactively, offering creative ideas and working as a positive, engaged team member.</li> <li>• Provide customer service to partners, subcontractors, project staff and/or grantor agencies.</li> <li>• Prepare schedules, or budgets for reports as assigned.</li> </ul> <p><u>Secondary Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Review all budget line items in JD Edwards to ensure the chart of accounts is in alignment with the approved budget.</li> <li>• Maintain streamlined process for correctly coding expenditures.</li> <li>• Maintain contract files.</li> </ul>

	<ul style="list-style-type: none"> <li>• Track receipts.</li> <li>• Assist with preparing and submitting ad hoc reports to various stakeholders, as needed or assigned.</li> <li>• Onboard consultants.</li> <li>• Liaise with Auxiliary Human Resources (e.g., payroll, new hires).</li> <li>• Adhere to grant and contract spending and reporting deadlines.</li> <li>• Assist Principal Investigators (PIs) with requesting no-cost extensions.</li> <li>• Assist PIs with drafting budget modifications.</li> <li>• Manage workflows at every project stage (e.g., generating, routing, and stewarding paperwork), and obtain proper approval signatures via Adobe Sign or wet signatures, whichever is most appropriate.</li> <li>• Other related duties as assigned.</li> </ul>
<b>QUALIFICATIONS &amp; EXPERIENCE:</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> <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• High school diploma or equivalent</li> <li>• Six (6) months to one (1) year experience in accounting or similar position</li> <li>• Familiar with general accounting terms and practices</li> <li>• Proficient in Word, Excel, Google Suite and Adobe products</li> <li>• Meets time commitments and follows through to job completion</li> <li>• Strong written and verbal communication skills</li> <li>• Displays a can-do attitude with ability to deal positively with frequent change and deadlines</li> <li>• Relates to people in an open, friendly, accepting manner</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Business Administration, Accountancy, Finance, or Business Law</li> </ul>
<b>SALARY/BENEFITS:</b>	<p><b>\$3,750.00 - \$4,165.00 per month. Salary will be commensurate with experience and qualifications.</b></p> <p>Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay.</p>
<b>DEADLINE:</b>	<p><b>Application review begins November 28, 2023; open until filled.</b></p>
<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. Applications may be mailed, emailed, faxed or delivered in person:</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><b>E-mail completed application &amp; resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.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 Foundation. This is not a State of California position.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER**