

California State University, Fresno Foundation

GRANT ANALYST II – FOUNDATION FINANCIAL SERVICES

JOB ANNOUNCEMENT #25-738

POSITION SUMMARY:	<p>Full-time, benefited position with Foundation Financial Services through the California State University, Fresno Foundation. Under the direction of the Post Award Manager, the Grant Analyst II is responsible for the grant and contract accounting activity for the California State University, Fresno Foundation.</p> <p>Typical duties will include, but are not limited to: reviews and sets up new grants and contract accounts; provides customer service to project staff and grantor agency. Audits and approves purchase requisitions, payment authorizations and payroll time sheets for proper account number and budget fund availability; prepares journal entries; monitors grant and contract activity for Federal and/or State regulation compliance and contract compliance; monitors released time, overload and independent contractor activity; monitors Federal monthly and quarterly reports; prepares schedules, as assigned, for the annual report; participates in the annual audit and other audits, as required.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the direct supervision of the Post-Award Manager, duties of position include, but are not limited to:</p> <p><u>Daily / Weekly Responsibilities:</u></p> <p>Provide customer service to campus project directors, administrative staff and grantor agencies; responsible for all billings and financial reports required by the grantor agency; provide payroll and transaction reports; provide account balances and research regulations and allowable costs; provide information regarding pending contracts; follow-up with Post Award Assistant and work with project staff on released reimbursed time contracts; perform budget revisions; work with Post Award Assistant to prepare and monitor subcontracts. Assist other Post Award Analysts with their accounts on an as needed basis.</p> <p>Review new grants and contracts; work with new Project Directors to acclimate them to the Foundation and its policies; Provide post award orientation and training to PIs and project staff as necessary; Calendar financial reporting due dates.</p> <p>Works with Post Award Assistant to audit/approve purchase requisitions, payment authorizations and payroll time sheets for proper account number and budget fund availability; make corrections to object codes and totals, check for authorized signatures, check the funds available per line item, as well as the total budget; work with Project Directors and project staff for missing information or non-allowable expenditures on authorizations.</p> <p>Request missing documentation or incomplete cost center with object codes for journal entries; process salary and burden reports for transfers of salary and fringe benefits; Verify that transfers are allowable;</p> <p>Monitor grant and contract activity for Federal and/or State regulation compliance, contract compliance and reporting requirements; use internet access to research federal regulations with various agencies, such as, OMB Circulars, Uniform Guidance, DHHS, USDA, USDE, NSF, NASA, NIH, Department of Justice, Code of Federal Regulations, and Assistance Listing Number; contact funding agencies for prior approval when necessary.</p> <p><u>Monthly Responsibilities:</u></p> <p>Generate billings and financial reports required by the grantor agency; Prepare invoices in computer system; prepare special invoices provided by the agencies; review cost center activity to determine amount of invoice; prepare, print and email the invoice to the agency; prepare federal forms SF 425 and other forms as required; Review invoices, account balance and cost sharing information; request drawdown of funds through electronic systems as required for various federal and state agencies; process</p>

	<p>grant/contract billing reports; prepare and enter the journal entries for the electronic fund transfers; process reports with the ending dates of grants and contracts; notify project staff of the following: when the grant or contract is ending, the current balance in the account, deadline to submit documentation for processing, and requirements for requesting a no-cost extension.</p> <p>Responsible for the close-out of grant and contract accounts after the project has ended; follow-up with the project staff on all incomplete requirements of the contract; follow-up with the funding agencies to collect unpaid invoices; ensures accounts are not closed until all invoices have been paid and all requirements of the contract have been met. Ensures final close out of an account is completed in a timely manner.</p> <p><u>Quarterly Responsibilities:</u> Prepare and submit quarterly reports (including electronic reports) to the agencies; Review cost sharing with the Post Award Assistant and project staff; Review report used for 1% surcharge on grants and contract activity; Prepare quarterly invoices for 1% surcharge as needed.</p> <p><u>Other Responsibilities:</u> Participates in audits, training presentations; attends conferences relating to grants and contracts. Ensure liability or travel insurance for grants and contracts is obtained as needed for the scope of work. Conduct equipment inventory as it relates to grants and contracts.</p>
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"> • High School diploma or equivalent • Bachelor's degree in Business, Economics, Accounting or a closely related discipline preferred • Minimum two (2) years of experience in accounting or general administrative support with experience in a fast paced, high volume, customer service environment required • Working knowledge of Federal/State grants and contract regulations • Valid Driver's License, as driving may be a requirement of the position • Must possess excellent communication and interpersonal skills, maintain a high level of tact and diplomacy, and be able to work with a diverse population within the organization and the campus community • Must be very flexible and able to adjust to priorities and work under the pressure of deadlines, as work atmosphere is a rapidly changing environment • Must be PC literate with proficiency with Microsoft Word and Excel, and ability to learn accounting software in use • Must have knowledge of basic accounting debits and credits and ability to analyze accounting transactions
COMPENSATION:	\$24.50 per hour (\$50,960.00 annually). Benefits include medical, dental, vision, and life insurance, 401(k) retirement plan, vacation, sick leave, and holiday pay.
DEADLINE:	Application review begins <u>September 9, 2025</u> . Position will remain 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 COMPLETE 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 EMPLOYER