

California State University, Fresno Foundation

OPERATIONS AND FINANCE COORDINATOR – FRESNO-MADERA K16 COLLABORATIVE

JOB ANNOUNCEMENT #26-780

POSITION SUMMARY:	<p>Full-time, benefited position for the Fresno-Madera K16 Collaborative (Collaborative) through the California State University, Fresno Foundation. The Collaborative is grant funded with annual funding through at least June 2028. The Collaborative is a bold K-16 intersegmental collaboration that leverages existing infrastructure in the region. With equity and inclusion at its core, the Collaborative's focus is on increasing higher education certificate and degree attainment in regional LMI-supported occupations in the pathways of Business, Education, Engineering, Health and Manufacturing, improving certificate and degree completion and supporting residents in earning employment in higher-wage, higher-skill jobs.</p> <p>Reporting to the Executive Director of the Fresno-Madera K16 Collaborative (Collaborative), the Operations and Finance Support Coordinator provides administrative and operational support to the Executive Director and the Collaborative. The position will provide a variety of administrative and technical duties including general administrative and clerical support, scheduling, planning documents, budget tracking and assistance, invoice processing, managing event logistics, data/list management, preparation of updates and reports, project support, and interpretation and application of operational policies in support of Collaborative operations. Day-to-day work is performed with a moderate degree of autonomy and direction.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the supervision of the Executive Director, the Operations and Finance Support Coordinator will be responsible for the following duties:</p> <p><u>Finance Support-Internal and External</u></p> <ul style="list-style-type: none"> • Preparation of reimbursements for staff; use of Excel spreadsheets and Foundation database to track all budgets and expenses; assist with the preparation/modification of budgets. • Monitor the budget under the direction of the Executive Director, including tracking income and expenditures. • Assure all fiscal accounts and transactions follow Fresno State and Foundation policy. • Prepare and process external invoices, purchase requisitions, and travel and payment authorizations for supplies and program services. • Ensure adequate record keeping and payroll processing from Foundation and serve as liaison with Foundation Financial Services. • Provide regular reports to the Executive Director on the status of Cost Centers, Consortium Trust Account and Grant Funding Budgets. • Responsible for maintaining oversight of the FMK16C operating budget in addition to associated grant budgets. • Monitor grant funded projects' expenditures and process external partners invoices for payment. <p><u>Operations Support</u></p> <ul style="list-style-type: none"> • Perform a full range of high-level, administrative support for the Collaborative including financial management, reviewing incoming communications, resolving issues, and managing calendars and appointment requests. • Review and tracking of Collaborative contracts, internal and external, and assist with compliance requirements. • Answering phones; greeting customers; organizing meetings; preparing meeting agendas and taking and preparing meeting notes; preparing various other external communication, including facilitating communication and networking, sending out meeting reminders and notices and keeping contact lists current; creating and editing standard spreadsheets;

	<p>maintaining files and records, processing mail and bills, gathering data, preparing standard reports and correspondence.</p> <ul style="list-style-type: none"> • Coordinate the day-to-day function of the office; model superior customer service to staff, faculty and clients while maintaining a professional demeanor. • Work closely with and maintain relationships with the FMK16 Team, internal and external partners including members of working groups, committees and task forces that advance FMK16C strategies and initiatives. • Assist the preparation of milestone reports and with research projects, surveys, data collection. • Attend and take minutes for Collaborative meetings. • Represent the Collaborative at meetings, as needed. • Provide project and initiative support. • Maintain the annual Collaborative calendar in collaboration with leadership. • Assist with gathering data for the completion and submission of quarter and annual reports. • Use standard office automation software and online programs including Microsoft Office, Publisher, Adobe Acrobat DC Pro, Excel, Eventbrite, Doodle, Survey Monkey, Google forms and docs, and Canva; use of WordPress is desirable. • Maintain website, social media accounts and act as lead staff for external marketing (i.e., newsletter, collateral materials, etc.), as needed. • Advise and provide oversight of FMK16C communication efforts to ensure continuity with FMK16C strategy efforts. • Organize, order and/or purchase training supplies and materials. • General meeting/event planning and coordination support including researching and making recommendations regarding venue options for local and out-of-town events; review contract requirements, assist with event details such as location, meeting facilities, media and security; compile attendee listings, send invitations and track responses. • Regular and consistent attendance • Other duties as assigned. <p><u>Offsite Responsibilities</u></p> <ul style="list-style-type: none"> • Travel to event venues; University and the Foundation for business related purposes. • Other travel as directed by the Executive Director. • 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> <ul style="list-style-type: none"> • Associate's (A.A.) degree or substantial experience in the field required • Bachelor's (B.A.) degree preferred • Minimum of two (2) years of office/clerical/accounting experience • Preferred experience in K12 and higher education • Knowledge of current office methods, procedures, and practices • Outstanding oral and written communications skills, including knowledge of English grammar, spelling and punctuation • Demonstrated ability to: • Process-oriented, highly organized and able to comprehend systems thinking. <ul style="list-style-type: none"> ○ Ability to organize, plan work and projects, including handling multiple and shifting priorities/deadlines in a fast-paced work environment. ○ Capacity for some innovation and ingenuity to meet new needs. ○ Attention to detail and commitment to accuracy. ○ Use standard office automation software and online programs including Microsoft Word, Excel, PowerPoint, Publisher, Adobe Acrobat DC Pro, Excel, Eventbrite, Doodle, Survey Monkey, Google forms and docs, and Canva; use of WordPress is desirable.

	<ul style="list-style-type: none"> ○ Use Excel spreadsheets to track budgets and expenses ○ Use the internet, AI and e-mail functions ○ Perform arithmetic computations with minimal errors ○ Learn, independently interpret, and apply a variety of complex policies and procedures and identify deviations from policy ○ Apply effective listening, writing and oral skills and competence in interpreting and communicating procedures, policies, information, ideas and instructions ○ Maintain positive working relationships and appropriate interpersonal interactions with Collaborative partners, stakeholders, colleagues, faculty, staff and students from diverse ethnic, cultural, and socio-economic backgrounds. ○ Work towards the stated goals and outcomes of the Collaborative and take an active role in maintaining an understanding of these goals and outcomes. ○ Comply with University and office policies and procedures and take an active role in maintaining an understanding of these policies. ○ Ability to work with minimal supervision. <ul style="list-style-type: none"> ● A history of punctuality, self-motivation and positive performance reviews ● Valid driver's license, unexpired insurance and reliable transportation as driving may be a requirement of the position.
COMPENSATION:	\$3,500.00 - \$4,584.00 per month. Salary will be commensurate and competitive with experience and qualifications. Benefits include medical, dental, vision, and life insurance, the option to contribute to a 401(k) retirement plan, vacation, sick leave, and holiday pay.
DEADLINE:	Application review begins February 12, 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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