

# California State University, Fresno Foundation

## OPERATIONS AND FINANCE COORDINATOR – FRESNO-MADERA K16 COLLABORATIVE

### JOB ANNOUNCEMENT #25-730

<b>POSITION SUMMARY:</b>	<p><b>Full-time, benefited position for the Fresno-Madera K16 Collaborative (Collaborative) through the California State University, Fresno Foundation.</b> 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 degree attainment in regional LMI-supported occupations in the pathways of Business, Education, Engineering/Computing/IT, improving 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 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>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the supervision of the Executive Director, the Operations and Finance Support Coordinator will be responsible for the following duties:</p> <p><b><u>Finance Support-Internal and External</u></b></p> <ul style="list-style-type: none"> <li>• Preparation of reimbursements for staff; use of Excel spreadsheets and Foundation database to tracking various budgets and expenses; assist with the preparation/modification of budgets.</li> <li>• Monitor the budget under the direction of the Executive Director, including tracking income and expenditures.</li> <li>• Assure all fiscal accounts and transactions follow State and Fresno Foundation policy.</li> <li>• Prepare and process purchase requisitions and payment authorizations for supplies and program services.</li> <li>• Ensure adequate record keeping and payroll processing request reimbursements from Foundation and serve as liaison with Foundation Financial Services.</li> <li>• Provide regular reports to the Executive Director on the status of Cost Centers, Consortium Trust Account and Grant Funding Budgets.</li> <li>• Responsible for maintaining oversight of the FMK16C operating budget in addition to associated grant budgets.</li> <li>• Monitor grant funded projects' expenditures and process external partners invoices for payment.</li> </ul> <p><b><u>Operations Support</u></b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Review of Collaborative contracts, internal and external, and assist with compliance requirements.</li> <li>• 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;</li> </ul>

	<p>maintaining files and records, processing mail, gathering data, preparing standard reports and correspondence.</p> <ul style="list-style-type: none"> <li>• Coordinate the day-to-day function of the office; model superior customer service to staff, faculty and clients while maintaining a professional demeanor.</li> <li>• 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.</li> <li>• Assist the preparation of milestone reports and with research projects, surveys, data collection.</li> <li>• Attend and take minutes for Collaborative meetings.</li> <li>• Represent the Collaborative at meetings, as needed.</li> <li>• Provide project and initiative support.</li> <li>• Maintain the annual Collaborative calendar in collaboration with leadership.</li> <li>• Assist with gathering data for the completion and submission of quarter and annual reports.</li> <li>• 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 Microsoft Access; use of WordPress, Canva, and Illustrator are desirable.</li> <li>• Maintain website, social media accounts and act as lead staff for external marketing (i.e., newsletter, collateral materials, etc.), as needed.</li> <li>• Advise and provide oversight of FMK16C communication efforts to ensure continuity with FMK16C strategy efforts.</li> <li>• Organize, order and/or purchase training supplies and materials.</li> <li>• 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.</li> <li>• Regular and consistent attendance</li> <li>• Other duties as assigned.</li> </ul> <p><b><u>Offsite Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Travel to event venues; University and the Foundation for business related purposes.</li> <li>• Other travel as directed by the Executive Director.</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>• Associate's (A.A.) degree or substantial experience in the field required</li> <li>• Bachelor's (B.A.) degree preferred</li> <li>• Minimum of two (2) years of office/clerical experience</li> <li>• Preferred experience in K12 and higher education</li> <li>• Knowledge of current office methods, procedures, and practices</li> <li>• Outstanding oral and written communications skills, including knowledge of English grammar, spelling and punctuation</li> <li>• Demonstrated ability to:</li> <li>• Process-oriented, highly organized and able to comprehend systems thinking. <ul style="list-style-type: none"> <li>○ Ability to organize, plan work and projects, including handling multiple and shifting priorities/deadlines in a fast-paced work environment.</li> <li>○ Capacity for some innovation and ingenuity to meet new needs.</li> <li>○ Attention to detail and commitment to accuracy.</li> <li>○ 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 Microsoft Access; use of WordPress, Canva, and Illustrator are desirable.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Use Excel spreadsheets to track budgets and expenses</li> <li>○ Use the internet and e-mail functions</li> <li>○ Perform arithmetic computations with minimal errors</li> <li>○ Learn, independently interpret, and apply a variety of complex policies and procedures and identify deviations from policy</li> <li>○ Apply effective listening, writing and oral skills and competence in interpreting and communicating procedures, policies, information, ideas and instructions</li> <li>○ 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.</li> <li>○ Work towards the stated goals and outcomes of the Collaborative and take an active role in maintaining an understanding of these goals and outcomes.</li> <li>○ Comply with University and office policies and procedures and take an active role in maintaining an understanding of these policies.</li> <li>○ Ability to work with minimal supervision.</li> </ul> <ul style="list-style-type: none"> <li>● A history of punctuality, self-motivation and positive performance reviews</li> <li>● Valid driver's license, unexpired insurance and reliable transportation as driving may be a requirement of the position.</li> </ul>
<b>COMPENSATION:</b>	<b>\$3,500.00 - \$4,584.00 per month.</b> Salary will be commensurate and competitive with experience and qualifications. Benefits include health, dental, vision, life and 401(k), vacation, sick, and holiday pay.
<b>DEADLINE:</b>	Application review begins <b>August 21, 2025</b> ; 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>E-mail completed application &amp; resume to: <a href="mailto:auxiliary-hr@mail.fresnostate.edu">auxiliary-hr@mail.fresnostate.edu</a></p>

## **RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

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Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

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