California State University, Fresno Foundation

POST AWARD ASSISTANT – FOUNDATION FINANCIAL SERVICES
JOB ANNOUNCEMENT #23-448

POSITION SUMMARY:	**Full-time, benefited position for Foundation Financial Services of California State University, Fresno Foundation.** The California State University, Fresno Foundation manages all aspects of the financial activities for grants, contracts, trust accounts, investments, endowments, scholarships, loans, gifts and donations for the California State University, Fresno campus community and other Foundation customers. This position is responsible for the administrative support tasks associated with the Post Award function.
ESSENTIAL JOB FUNCTIONS:	Under the direction of the Post Award Manager, the incumbent will be responsible for the following. Other duties may be assigned. • <u>Set up and performance of data entry for new accounts</u>: Reviews and sets up new grants and contracts; processes cost center set-up: maintains cost center files, sets up cost centers in the computer to include contract information, budget, indirect rate, customer address book numbers, remit to address book numbers, category codes, and cost shares; processes payroll, journal entries, accounts payable, accounts receivable, purchasing, trial balance and other activities within cost centers; enters supplemental data in the computer. • <u>Processing of journal entries, accounts payable vouchers, travel claims, and purchase requisitions</u>: Enters and posts journal entries; works with Post Award Analysts to request missing documentation or incomplete cost centers with object codes. • <u>Review/approval of new hire packets for all post award accounts</u>: Works with Post Award Analysts and/or Human Resources to request missing documentation or incomplete cost centers with object codes. • <u>Review/approval of employee timesheets for all post award accounts</u>: Ensures time sheets have proper cost centers and budgeted funds available; makes corrections to object codes and totals; checks for authorized signatures; checks the funds available per line item as well as the total budget. • <u>Providing customer service</u>: Works through/with the Post Award Analysts on any items that require communication with our customers. • <u>Performing invoicing</u>: Prepares invoices in computer system; sets up return address and contact information for invoices in computer system; prepares special invoices provided by the agencies. • <u>Provides general administrative support</u>: Provides a wide range of general administrative support for the Post Award Analysts, including photocopying, filing, research, preparing/mailing out letters, developing and maintaining spreadsheets and related functions. • <u>Other responsibilities</u>: May participate in audits; assist with spreadsheets and data needed for software implementation; performs other duties as assigned.
POSITION REQUIREMENTS:	*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.* • High School diploma or equivalent • Bachelor's degree preferred in Business, Economics, Accounting or a closely related discipline • Minimum of one (1) year experience in accounting or general administrative support with experience in a fast paced, high volume, customer service environment required • Knowledge of and ability to use a variety of office equipment • Ability to be a "team player" and have a record of good attendance • Ability to exercise good judgment and discretion when handling sensitive and confidential information

	- Must be highly flexible and able to adjust priorities under pressure of deadlines and frequent interruptions - Strong attention to detail and organizational skills - Excellent interpersonal skills including written and oral communication - Ability to work with and maintain cooperative relationships with a diverse population - Professional demeanor - Must be computer literate with proficiency with Microsoft Word and Excel, and ability to learn accounting software in use.
COMPENSATION:	**$2,860.00 per month ($34,320 annual).** Benefits include health, dental, vision, 401K and life insurance, vacation, holiday pay, and paid sick leave.
DEADLINE:	**Application review begins on February 15, 2023; open until filled.**
TO APPLY:	**Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person:** California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988 **E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu**

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.