

California State University, Fresno Foundation

PURCHASING ADMINISTRATIVE SUPPORT COORDINATOR – FOUNDATION FINANCIAL SERVICES

JOB ANNOUNCEMENT #25-676

POSITION SUMMARY:	<p>Full-time, benefited position for Foundation Financial Services of California State University, Fresno Foundation. The Purchasing Administrative Support Coordinator is responsible for processing purchase orders for administrative, grant, contract and trust accounts. In addition, the Procurement Administrative Support Coordinator provides administrative support to the overall Foundation Financial Services unit where needed. Duties include: Review purchase order requests for accuracy and compliance with the Procurement Policy; check for required sales tax, withholding, and 1099 reporting; work with appropriate accounting staff on purchase order approval; review and print purchase order; monitor and maintain active purchase orders; place orders with vendors; obtain approval of invoices for open purchase orders and process for payment; work with faculty, staff and vendors; close out purchase orders; as needed, provide support to the Foundation Financial Services unit; adjust priorities and work under pressure to meet deadlines and changing workflow.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the direct supervision of the Director, duties of position include, but are not limited to:</p> <p><u>Daily Responsibilities:</u></p> <ul style="list-style-type: none"> • Assists staff and/or vendors for the purpose of providing information and facilitating purchasing process in accordance with established policies and guidelines • Process purchase order requests; review for accuracy, compliance with policy, and oversee process for approval • Maintains purchasing information, files and records (e.g. purchase orders, vendor files, etc.) for the purpose of ensuring the availability of documentation in compliance with established policies and regulatory guidelines. • Analyze costs and quality of goods and services where needed • Place orders with vendors; Build and maintain vendor relationships • Obtain approval from department for payment of invoice • Match invoice to purchase order for payment • Monitor and maintain active purchase orders • Close out purchase orders • Provide support to the entire Foundation Financial Services unit where needed, this is accomplished by being successfully cross trained across the unit's various functional areas. • Work with faculty, staff and vendors • Ability to effectively communicate, in both oral and written format, with staff and/or vendors <p><u>Yearly Responsibilities:</u></p> <ul style="list-style-type: none"> • Prepare purchasing files for new year processing • Close out all old purchase orders. • Other duties as assigned.
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 • Minimum one (1) year related experience or Associate's degree (A.A.) or equivalent from a two (2) year college or technical school
COMPENSATION:	<p>\$17.30 per hour (\$36,000 annually). Benefits include health, dental, vision, 401K and life insurance, vacation, holiday pay, and paid sick leave.</p>

DEADLINE:	Application review begins <u>February 10, 2025</u>. 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. E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.edu

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.*

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