

California State University, Fresno Foundation

STAFF ACCOUNTANT – FOUNDATION FINANCIAL SERVICES

JOB ANNOUNCEMENT #25-692

POSITION SUMMARY:	<p>Full-time, benefited position available with Foundation Financial Services through the California State University, Fresno Foundation. The Staff Accountant will play a key role in the financial operations of the organization, focusing on the tracking, reporting, and analysis of activity and performance of all investments (including a \$229m+ endowment portfolio). This position is responsible for the preparation of monthly and annual financial statements, conducting detailed account reconciliations, and performing comprehensive financial analysis to ensure accuracy and transparency in all financial records. The Staff Accountant will also provide ongoing support to the Director of Finance, collaborating closely to ensure the effective management and reporting of financial data.</p>
ESSENTIAL JOB FUNCTIONS:	<ul style="list-style-type: none"> • Accurately record all incoming cash receipts, including donor contributions and other forms of revenue. • Post donations and cash receipts to the appropriate general ledger (GL) accounts, ensuring proper classification (restricted vs unrestricted) and compliance with any donor restrictions. • Process wire transfers and ACH transactions, ensuring timely and accurate transfer of funds between accounts, and verify all transactions meet internal approval requirements and comply with company policies and regulatory guidelines. • Set up new vendors in the accounting system, ensuring all necessary documentation (e.g., W-9 forms, contracts) is received and accurate. • Maintain up-to-date records of all vendor information, including payment terms, contact details, and tax status. • Establish and maintain endowment and scholarship funds within the accounting system, ensuring proper fund classification and tracking of restricted and unrestricted balances. • Track income generated from endowment investments and ensure proper allocation of funds to designated scholarships and programs. • Work with development and foundation teams to monitor compliance with donor restrictions related to endowments and scholarships. • Manage the escheatment process by identifying unclaimed property (e.g., stale checks, uncashed refunds) that needs to be turned over to the appropriate state authorities. • Prepare and file required reports and make payments to the state as necessary to meet escheatment requirements. • Oversee the tracking and repayment of foundation loans, specifically student loans provided by the institution or foundation. • Perform detailed research to identify discrepancies in monthly bank reconciliations, including unrecorded transactions, errors in cash balances, outstanding checks, deposits in transit, or bank fees. • Reconcile all general ledger accounts on a monthly and quarterly basis, ensuring that all entries are accurate and complete and any discrepancies are investigated and resolved in a timely manner. • Prepare and post journal entries as part of the month-end and year-end close process, ensuring accuracy and compliance with accounting standards and internal controls. • Maintain documentation supporting all journal entries, including backup calculations and supporting details for audit purposes. • Maintain up-to-date spreadsheets for tracking endowment fund balances, income, and expenditures. • Prepare and file monthly use tax reports to ensure compliance with state and local tax regulations, and maintain appropriate records. • Manage the Positive Pay process by reviewing and approving check issuance, ensure that only valid checks are presented for payment, review exceptions and resolve any discrepancies promptly.

	<ul style="list-style-type: none"> • Reconcile all trust account open accounts receivable on a quarterly basis, ensuring that all accounts receivable activity is accurately reflected and any discrepancies are resolved. • Assist with the preparation of documentation for the annual financial audit. • Collaborate with the external auditors to respond to inquiries and provide requested documentation and explanations. • Support the preparation of the organization's annual report by providing financial data, analysis, and supporting documentation. • Prepare and submit the required filings to the California Department of Insurance, ensuring compliance with state regulations. • Monitor deadlines for filings and ensure all required documentation is submitted accurately and on time. • Coordinate the preparation and distribution of 1099 forms to contractors, vendors, and other recipients as required by IRS regulations. • Submit 1099 filings to the IRS and distribute copies to recipients by the required deadlines. • Serve as the backup for the Trust Accountant, assisting with the management of trust-related activities in the absence of the primary trust accountant. • Other related 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> <p>Required:</p> <ul style="list-style-type: none"> • Bachelor's Degree in Business Administration, Accounting or Finance from an accredited four-year college or university • Five or more years of progressively responsible financial accounting experience, or a combination of education and experience • Experience using JD Edwards accounting software, or ability to learn JD Edwards within a reasonable time frame is required • Knowledge of Microsoft Office products, Google suite, 10-key calculator and standard office equipment • Ability to operate computers with accounting software to record, store, and analyze information • Ability to review documents for accuracy and completeness • Ability work well with a diverse group of individuals • Must be able to work in a fast-paced office with the ability to meet deadlines and adjust priorities when required • Interpret and apply written rules and regulations regarding company policies • Report writing abilities <p>Preferred:</p> <ul style="list-style-type: none"> • Non-profit accounting experience preferred
COMPENSATION:	<p>\$5,000.00-\$5,416.67 per month (\$60,000 - \$65,000 annual), depending on qualifications and experience. Benefits include health, dental, vision, life insurance and 401K, vacation, holiday pay, and sick leave.</p>
DEADLINE:	<p>Application review begins May 1, 2025. Position will remain open until filled.</p>
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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