

California State University, Fresno Foundation

ACCOUNTING AND ADMINISTRATIVE ASSISTANT – AG ONE FOUNDATION JORDAN COLLEGE OF AGRICULTURAL SCIENCES AND TECHNOLOGY

JOB ANNOUNCEMENT #26-782

POSITION SUMMARY:	<p>Part-time, non-benefited position with the Ag One Foundation/Jordan College of Agricultural Sciences and Technology through the California State University, Fresno Foundation. The Accounting and Administrative Assistant is an integral part of a small team dedicated to support, benefit and promote the Jordan College of Agricultural Sciences and Technology, its programs and activities through the Ag One/Jordan College Development office. The team manages and administers the Ag One Foundation, a California 501 (c) 3 and all facets of fundraising and constituent relations for the Jordan College. The Accounting and Administrative Assistant is responsible for a broad range of accounting tasks and gift reporting under the direction of the Ag One Controller and administrative tasks such as expense reporting, travel planning, and other clerical duties. This is done in collaboration with the Ag One board of directors and staff, and constituents from the Jordan College and Fresno State. This work supports the efforts that lead to identifying and engaging prospects to advance the philanthropic priorities of the Jordan College. The Accounting and Administrative Assistant reports to the Ag One Controller and supports the development staff including the Executive Director/Senior Director of Development.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Major duties of the job include:</p> <ul style="list-style-type: none">• Perform accounting duties under the direction of the Ag One Controller, using knowledge of accounting policies and procedures.• Assist the Ag One Controller when developing budgets, income and expense reports, and reviewing and negotiating contracts with vendors.• Working with internal and external constituents to process gifts (gifts in kind, cash, etc.) and to prepare the necessary forms, route for proper approvals and track progress ensuring completion.• Working with faculty, staff and enterprise managers to report gifts in kind and other reports related to proper gift accounting.• Provide the Dean/Dean's Office with a periodic (quarterly) report of Dean's Discretionary fund balances held in Ag One Endowment fund.• Working with Central Advancement, manage mailing lists (paper/electronic).• Provide office support and assistance as needed.• Handle confidential donor documents and other information within the donor database. <p>Secondary duties of the job include:</p> <ul style="list-style-type: none">• Ability to delegate appropriate work to volunteers and student assistants.• Serve as a liaison between the university/college and donors/volunteers.• Attend meetings as necessary and represent the Jordan College and/or Ag One in the community and agricultural industry.• Review annual giving data.• Assist in the execution of stewardship activities including coordination of small on-campus (mostly) group meetings which may include, dean, faculty, students, etc.• Handle confidential and sensitive donor information and documents.• Other related 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> <p>Required Qualifications:</p> <ul style="list-style-type: none">• An Associate's degree and/or equivalent training and administrative work experience involving accounting practices.• Experience in bookkeeping and/or accounting services.

	<ul style="list-style-type: none"> • Experience working in an office/professional setting. • Excellent interpersonal skills. • Strong knowledge of accounting policies and procedures. • Strong oral and written communication skills. • Ability to take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved. • Be detail oriented. • Ability to adapt in the ever-changing technologically driven environment. • Demonstrated ability to be a highly energetic, self-starting, creative and entrepreneurial professional. • Work effectively in a highly consultative and collaborative environment. • Establish and maintain effective working relationships with faculty, staff and funding representatives from diverse ethnic, cultural, and socio-economic background. • Competency and experience with the use of Word, Excel, Gmail, Adobe, and the internet. • A history of regular attendance and positive performance evaluations. <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Experience working in a nonprofit organization or membership-based organization, ideally agricultural. Experience in a client/customer-based company can be substituted.
COMPENSATION:	\$21.00 per hour. This position is non-benefited.
DEADLINE:	Application review begins <u>February 6, 2026</u> ; 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 Shannon Birkner at: sbirkner@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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