California State University, Fresno Foundation

FISCAL ASSISTANT – COLLEGE OF HEALTH AND HUMAN SERVICES

JOB ANNOUNCEMENT #26-840

POSITION SUMMARY:	**Part-time, non-benefited position with the College of Health and Human Services (CHHS) through the California State University, Fresno Foundation.** Under the direction of the Budget Analyst of the College of Health and Human Services, the Fiscal Coordinator will perform non-profit accounting duties, which involve maintaining control and records of financial transactions for numerous grants and contracts.
ESSENTIAL JOB FUNCTIONS:	The responsibilities include: • Maintaining accountability of all purchases, receipts, and financial reports, which include review of stipend disbursement, pre and post award tracking • Resolving financial discrepancies and communicating findings to appropriate supervisor in a timely manner • Gathering, preparing, and processing of documentation related to purchases and reimbursements • Multi-tasking to solve problems that deal with a variety of concrete variables • Setting up, maintaining and reconciling fiscal data documents • Preparing expense usage projection estimates for expenditures • Interpreting and applying University and Foundation accounting theory to transaction to work accurately with numerical detail • Analyzing research accounting data • Demonstrating knowledge and ability to use in-house database and Foundation financial programs • Organizing around shifting priorities to achieve short and long-term financial goals • Demonstrating proficiency in both written and oral communication in a professional manner • Assisting in and preparing correspondence and reports • Reconciling and maintaining various financial accounts with accuracy • Researching expenditure discrepancies • Monitoring and controlling confidential information • Inputting and obtaining information through the CHHS in-house budget and expense tracking system and PeopleSoft • Processing and following through on transactions related to travel, supplies, services, and contracts • Ordering of office supplies/inventory • Scheduling and arranging logistics for meetings while maintaining a calendar utilizing Google • Handling and processing deposits • Processing and reconciling faculty recruitment start-up (foundation expense) • Preparing and processing billing/tracking lease agreements • Proccessing and preparing invoicing for CCASCC Counties as well as tracking all expenses to invoice • Preparing year-end fiscal reports • Tracking and maintaning numerous Contracts and PIFs • Preparing and monitoring of monthly open invoice report to ensure timely payment of vendors

	• Updating internal procedures at the direction of supervisor • Reviewing docuements to be processed for payment for comepleteness and accuracy. • Preparing/distributing/viewing Independent Contractor documentation • Serving as a laison between Foundation and Dean's Office for fiscal realted matters • Reviewing and researching accounting discrepencies • Working with Univeristy accounting as it relates to Foundation grants or contracts • Performing 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.* • Associate's degree or equivalent technical training or related fiscal experience required (Bachelor's degree preferred) • Must have three (3) years of successful office and fiscal related experience and two (2) years successful experience reconciling and maintaining accurate fiscal records • Intermediate level of computer literacy required with Microsoft Word, Excel, e-mail, electronic calendar and office equipment including copier, facsimile and 10-key • Must possess a valid driver's license • Individual must be a good communicator and possess strong interpersonal communication and organizational skills and ability to deal with confidential data • Must be able to exercise good judgment and discretion, be capable of independent thinking, have a professional and pleasant demeanor, able to work with a diverse population and have a record of good attendance • Must be highly flexible and able to adjust priorities and work under the pressures of deadlines and frequent interruptions • Knowledge of JD Edwards and PeopleSoft preferred
COMPENSATION:	**$25.00 per hour**. Position is non-benefited.
DEADLINE:	Application review begins immediately. Position will remain 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 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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