

California State University, Fresno Foundation

FISCAL ANALYST – OFFICE OF COMMUNITY AND ECONOMIC DEVELOPMENT JOB ANNOUNCEMENT #23-548

POSITION SUMMARY:	<p>Full-time, benefited position with the Office of Community and Economic Development (OCED) through the California State University, Fresno Foundation. The Fiscal Analyst for Grants and Projects is part of the Office of Community and Economic Development and position reports to the Executive Director of the Office of Community and Economic Development with an indirect reporting line to the Associate Dean of the Division of Continuing and Global Education. This is a full-time benefited position with the position is contingent upon positive performance and funding availability.</p> <p>Housed under the Division of Continuing and Global Education (CGE), the Office of Community and Economic Development (OCED) is an applied research unit of California State University, Fresno dedicated to finding solutions to major issues impacting the San Joaquin Valley. The mission of the office is to improve the region’s competitiveness in the knowledge-based economy by assisting in the implementation of programs to improve the economic condition, quality of life, and social well-being of residents in the San Joaquin Valley. The OCED team works to provide support and coordination for collaboratives such as the California Partnership for the San Joaquin Valley (CPSJV), the San Joaquin Valley Regional Broadband Consortium, the Woman’s Entrepreneurial Center, Parent University, and many other programs. Programming includes both on-campus Fresno State entities and off-campus associates that make their technical assistance and project management services available to rural communities in the San Joaquin Valley.</p> <p>Under the direction of the Executive Director, the Fiscal Analyst for Grants and Projects is responsible for monitoring grant funded programs and contracts to ensure administrative and financial efficiency and compliance with applicable laws, policies, regulations, and standards. This position also assists in the overall grant management activities of the organization by providing reports and other updates to OCED and CGE management regarding the expenditures and planned expenditures of subcontractor organizations.</p> <p>The purpose of this position is to provide fiscal management, oversight, and regular reporting of fiscal matters to the Executive Director and CGE Associate Dean. It involves financial oversight, review, and accountability for these programs. The impact of this position is to achieve efficient and effective use of federal, state, and philanthropic funds and accountability. Support for budgeting, fiscal administration, and operations, for OCED identified are part of the position’s responsibilities. This involvement includes work with Foundation post award sponsored projects, subcontracts, trust accounts, and OCED budget management. Goal is to create and manage budgets for all program operations, providing a holistic picture of all funding streams, budgets, and allocations. Working in tandem with the proposal team (pre-award), position also provides proactive guidance on preparing reporting for the prospective awards. The Fiscal Analyst for Grants and Projects works collaboratively with a wide range of project partners and stakeholders including administrative staff, Foundation staff, subcontractors, and funding agencies.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the direction of the Executive Director, the Fiscal Analyst will be responsible for the following:</p> <ul style="list-style-type: none">• Monitor sponsored project activity for Federal and/or State regulation compliance, contract compliance, and reporting requirements. Researching of related areas. Maintain up-to-date knowledge of accounting standards, laws, policies, and regulations.• Provide OCED staff and funding agencies assistance with:<ul style="list-style-type: none">○ Requests for draw down of funds, processing of payables, authorizations, invoices, donations, and cash receipts. Prepare and review invoices and comprehensive financial statements for accuracy and completeness.○ Advises program and project leadership on financial matters related to assigned projects and programs. Large/complex programs will require a high degree of coordination, communication, and problem solving.

- Analyzes and interprets financial data to identify trends and make recommendations to improve financial performance. Monitoring of account balances and allowable costs. Management of assigned special projects, grants and/or fiscal relationships which includes reviewing and preparing monthly financial statements and/or invoices with supporting documentation, comparing expenses to contracted budgeted amounts for accuracy and variances within contract terms, and answering inquiries made by internal and external stakeholders.
- Requests for payroll and transaction reports and advice on cost and staffing projections, grant/contract spend-down, fiscal results, contract terms, and new opportunities. Process or direct cost center changes and revised allocation of staff as needed.
- Ensures that attendance sheets are submitted to Auxiliary Human Resources in a timely manner.
- Reviews in-kind allocations for OCED/subcontractors to ensure that they are in line with expenditure plan.
- Contract modifications, budget revisions and providing recommendations to resolve implementation, budget, and reporting issues; advises on the impact of services and operational changes affecting the allocation and maximization of grant funds.
- Assist Foundation with financial reporting.
- Work with the Executive Director, and with the assistance of the Fiscal staff, manages the internal purchasing and allocation of special project budgets by:
 - Monitoring supply inventory
 - Initiating purchase requisitions
 - Reviewing payment authorizations and payroll time sheets to ensure proper allocation and budget fund availability.
 - Identifying and making corrections to cost codes and totals as needed.
 - Checking for authorized signatures when required
 - Checking the funds available per line item, as well as the total budget
 - Preparing, entering, and posting all expenses and journal entries to internal accounting system
 - Requesting missing documentation or incomplete cost center with cost codes
 - Allocating and tracking effort
- Protect sensitive information by keeping that information confidential.
- Daily responsibilities may be performed directly or by assigned staff under the Executive Director's supervision.
- Other duties as assigned.

Additioanl Job Duties as Needed

- Evaluate internal fiscal systems, policies and procedures implementing necessary changes.
- Participate in evaluating potential sponsored project applications.
- Participate in preparing proposals including budgets, narratives, and subcontract documentation per funding agency requirements
- Set Up New Sponsored Projects (for internal program purposes):
 - Review award documents
 - Set up cost center file folder
 - Calendar programmatic/financial reporting due dates
 - Conduct post award orientation and training with project staff, partners and/or subcontractors.
 - Request match accounts as needed
 - Request transfer of funds into new accounts as needed
 - Review all budgets and line item allocations to ensure correct allocation
 - Prepare transaction forms to allocate staff and update budgets
 - Establish and maintain streamlined process for coding expenses correctly
 - Provide input for the preparation of subcontracts by the Foundation.

	<ul style="list-style-type: none"> ○ Research federal regulations with various agencies, such as, DHHS, USDA, USDE, NSF, NASA, NIH, DOJ, Code of Federal Regulations, and Uniform Guidance as needed. ○ Contact funding agencies for prior approval as needed ● Grant Close Out (for internal program purposes): <ul style="list-style-type: none"> ○ Ensure final close out of a project is completed in a timely manner ○ Provide required financial reports and assist with progress reports as needed ○ Notify project staff of the sponsored project end date (180, 90, 60 and 30 days for multiyear projects), the current balance in the account, deadline to submit documentation for processing, and requirements for requesting a no-cost extension if needed. Follow-up with the project staff on all incomplete requirements of the project ● Prepare and submit reports (including electronic reports) as required to the Foundation and/or Funding Agencies. ● Monitor released time, overload, and independent contractor activity. <ul style="list-style-type: none"> ○ Prepare appropriate forms and route for signature(s) ○ Ensure timely receipt of documentation by the Foundation ● Process donations, sponsorships, and program income with assistance of fiscal assistant ● Participate in the annual audit and other audits, as required.
<p>QUALIFICATIONS & EXPERIENCE:</p>	<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"> ● Bachelor's degree in Business, Economics, Accounting or a closely related discipline is required. ● Minimum of five (5) years accounting with two (2) years supervisory experience in a fast-paced, high volume customer service environment required. ● Excellent administrative skills including budget development, fiscal and operations management and report writing. ● Strong analytical and problem-solving skills. ● Candidates who have work experience that demonstrates the ability to manage multiple contracts, frequent reporting, and identify trends and impacts are also strongly encouraged to apply. ● Excellent communication and interpersonal skills. ● Ability to work independently and as part of a team. ● Attention to detail and accuracy. ● Strong organizational and time management skills. <p>Preferred Qualifications</p> <ul style="list-style-type: none"> ● Experience with the accounting processes of federal and state grants and implementing uniform guidance ● Candidates with accounting experience in public and/or private grants are strongly encouraged to apply. ● Knowledge of Uniform Guidance ● CPA or CMA candidate Experience working with Federal/State grants and contract administration and knowledge of Federal/State grant and contract regulations
<p>COMPENSATION:</p>	<p>\$5,416.67 - \$5,833.33 per month. (\$65,000 - \$70,000 annual) Salary will be commensurate with education and experience. Benefits include health, dental, vision, 401K and life insurance, vacation, sick leave, and holiday pay.</p>
<p>DEADLINE:</p>	<p>Application review begins on January 8, 2024; 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. Applications may be mailed, emailed, faxed, or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Avenue Fresno, CA 93710 Fax: (559) 278-0988</p> <p>Application & resume may be e-mailed to: HRAUX@LISTSERV.csufresno.edu</p>
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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/admainserv/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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