

California State University, Fresno Foundation

FISCAL ANALYST – BAY AREA ACADEMY JOB ANNOUNCEMENT #18-921

POSITION SUMMARY:	<p>Full-time, benefited position for the California State University, Fresno Foundation. The Bay Area Academy (BAA) is a program of the College of Health and Human Services, Department of Social Work Education at California State University, Fresno. The California State University, Fresno Foundation provides employment and fiscal oversight for the Bay Area Academy. The BAA provides classroom training, coaching and organizational support to child welfare staff and other IVE eligible agencies in twelve (12) Bay Area counties.</p> <p>This position is responsible for the oversight of all contracts and grants for the Bay Area Academy. Working closely with staff from the Fresno State Foundation and the Central California Training Academy, this position has fiscal oversight of county and state contracts, ensuring fiscal compliance with the contract deliverables and that expenditures are within the policies and procedures set forth by the Fresno State Foundation. At the direction of the Assistant Director and in consultation with Fresno State Foundation Human Resources, this position serves as the liaison between the Academy's day to day functions and transactions performed by Foundation Human Resources. This position supervises 1-2 staff members, serves on the Executive Leadership Team, and reports to the Assistant Director. This position is located at Bay Area Academy Central Office in Berkeley, California (2600 10th St., Berkeley, CA 94710).</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the general direction of the Assistant Director, this position is responsible for the following duties:</p> <ul style="list-style-type: none"> • Provides fiscal oversight of all pre and post-award activity for all contracts between Bay Area Academy/Fresno State Foundation and state and local government agencies. • Analyze, forecast and plan budgets for all Bay Area Academy projects. • Design, implement and maintain personnel time base (FTE)/allocation spreadsheet fiscal tracking and forecasting. • Ensures timely reconciliation of all fiscal transactions (requisitions, general and travel reimbursement, invoices, hospitality forms, blanket purchase orders, purchase orders, and journal entries) for each project. • Coordination for the effective initiation and completion of Independent Contractor Agreements and Scopes of Work to engage trainers. • Create internal contract tracking spreadsheets to include pre-award execution process and post award expenditures. • Maintenance of financial spreadsheets for tracking all transactions (salaries, benefits, and operating expenditures) over the fiscal year. • Create monthly and quarterly reports for program staff. • Reconcile expenditures (including wage/benefits) with Fresno State Foundation's financial operating system; resolve all discrepancies. • Working collegially with BAA, CCTA and Foundation Staff, research, develop and recommend written fiscal guidelines for administration of BAA. Once approved implement those guidelines. • Work with Executive Leadership Team on fiscal forecasting and mid-year re-budgeting. • Preparation of all human resources transactions and activities, including Transaction Forms and job requisitions; coordinate interview teams, work with Foundation Human Resources on all new hires. • Reviews, ensure accuracy and submits all staff timesheets including hourly time and effort reports to CCTA BAA Training Project and Operations Coordinator for submission to the Fresno State Foundation. • Provide backup review of travel claims • Other duties may be 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>Minimum:</p> <ul style="list-style-type: none"> • Bachelor's degree in Business Administration, with an emphasis on Public Administration, Accounting, or a combination of work experience and education • Four (4) years of progressively responsible fiscal support service • Knowledge and experience in pre and post award processes for sponsored programs • General knowledge of principles of organization and management • Experience with accounting programs • Excellent customer service skills • Experience initiating and coordinating Human Resources transactions • Proficiency in writing, revising and managing policy and procedure documentation for internal constituents • Demonstrated professional writing and speaking skills • Fluency in computer skills, including word processing and spreadsheets • Five (2) years progressively responsible supervisory experience • Demonstrated experience in working in collaboration with other professionals <p>Preferred:</p> <ul style="list-style-type: none"> • General knowledge of California's Child Welfare System • Interest in public service • Three (3) years of fiscal experience in a public or non-profit agency • General interest and understanding of computer hardware and software • General knowledge of Title IV-E rules and regulations
COMPENSATION:	<p>\$5,450 - \$6,250 /month, DOE. Salary will be commensurate and competitive with experience and qualifications. Benefits include health, dental, vision, life and 401(k), vacation, sick, and holiday pay.</p>
DEADLINE:	<p>Application review begins April 18, 2018; open until filled.</p>
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at www.auxiliary.com 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 Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.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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