

The Bulldog Foundation

ACCOUNTING SPECIALIST

JOB ANNOUNCEMENT #18-960

POSITION SUMMARY:	Full-time, benefited position through The Bulldog Foundation. The Accounting Specialist handles all accounting functions for the Bulldog Foundation under the guidance of the Executive Director and interacts with the campus community, customers and the public.
ESSENTIAL JOB FUNCTIONS:	<p>Under the general direction of the Executive Director:</p> <ul style="list-style-type: none"> • Processes and monitors all Account Payables and Accounts Receivables functions • Daily entry of pledges, payments, and payment plans into the Fund Raising Software • Serves as the intermediary with the Athletic Ticket and Business Offices regarding related financial matters; provides information pertaining to fund balances, tracks ticket revenues received and issues payments to Athletics as needed. • Prepares financial information for year-end audit including any requested documents and inventory numbers. Works with auditors addressing any questions or additional requests. • Prepares all deposits, reconciles monthly bank statements, and issues all checks for BDF business expenses with oversight and final review by the Executive Director. • Prepares financial reports for scheduled BDF Board of Directors meetings (Financial Statements, Budget updates, and Fund balances for Sport Clubs, Funds for Excellence, and Capital accounts). • Maintain binders with records of all deposits, bank statements, investment statements, journal entries, and promises to give. • Assist with annual budget preparation and prepares monthly budget-to-date report. • Process credit card transactions and set up scheduled auto-charges in fund raising software. Handle any credit card processing issues with merchant and balance charges to bank deposits. • Maintain Endowment Fund financial records and prepare quarterly reports for Endowment Committee Meetings. Maintain restricted and temp-restricted fund balances and annual distributions. • Maintain and account for office petty cash distributions. • Maintain all financial transactions in the financial accounting software. • Serves as financial liaison with all Sport Clubs and processes all associated deposits, accounts payables, as well as associated accounting and reporting; Work with Sport Club liaisons to process pre-approval and check request forms. • Schedule and record all promises to give. • Interact with donors, staff, and coaches in person and over the phone. • Liaison with Auxiliary HR services on payroll reconciliation, reimbursements, and any associated business. • Other 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> <ul style="list-style-type: none"> • High School diploma required • Bachelor's degree from an accredited educational institution required • Minimum three (3) years of relevant experience required • Computer literacy in financial accounting systems and Microsoft Suite • Ability to communicate effectively and work efficiently, exercise time management skills and meet deadlines • Ability to interact effectively on a routine basis with community leaders and the public, and with campus community
SALARY/BENEFITS:	\$3,500.00 - \$4,166.67/month, depending on experience. Salary will be commensurate with education and experience. Benefits include health, dental, vision, life insurance, vacation, sick leave, and holiday pay.

FILING DEADLINE:	Application review begins September 19, 2018; open until filled.
TO APPLY:	Please visit the Auxiliary Human Resources page on our website at www.auxiliary.com for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to: California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988 E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.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 Bulldog Foundation. This is not a State of California position.*

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