

# California State University, Fresno Foundation

## ADMINISTRATIVE SUPPORT COORDINATOR – FOUNDATION FINANCIAL SERVICES

### JOB ANNOUNCEMENT #18-943

<b>POSITION SUMMARY:</b>	The Administrative Support Coordinator is responsible for processing purchase orders for administrative, grant, contract and trust accounts. In addition, the Administrative Support Coordinator provides administrative support to the Accounting Analyst II position that works with trust accounts. Duties include: Review purchase order requests for accuracy and compliance with the Procurement Policy; check for required sales tax, withholding, and 1099 reporting; work with appropriate accounting staff on purchase order approval; review and print purchase order; monitor and maintain active purchase orders; place orders with vendors; obtain approval of invoices for open purchase orders and process for payment; identify and track sensitive equipment, as needed; work with faculty, staff and vendors; close out purchase orders; as needed, provide administrative support to the Accounting Analyst II position (trust accounts); adjust priorities and work under pressure to meet deadlines and changing workflow.
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the direction of the Director, the Administrative Support Coordinator’s typical duties will include, but are not limited to, the following:</p> <p><u>Daily Responsibilities:</u></p> <ul style="list-style-type: none"> <li>• Assists staff and/or vendors for the purpose of providing information and facilitating purchasing process in accordance with established policies and guidelines</li> <li>• Process purchase order requests; review for accuracy, compliance with policy, and oversee process for approval</li> <li>• Maintains purchasing information, files and records (e.g. purchase orders, vendor files, etc.) for the purpose of ensuring the availability of documentation in compliance with established policies and regulatory guidelines</li> <li>• Analyze costs and quality of goods and services where needed</li> <li>• Place orders with vendors; build and maintain vendor relationships</li> <li>• Obtain approval from department for payment of invoice</li> <li>• Match invoice to purchase order and process for payment</li> <li>• Identify and track sensitive items that may store confidential information</li> <li>• Monitor and maintain active purchase orders</li> <li>• Close out purchase orders</li> <li>• Provide administrative support to the Accounting Analyst II position (trust accounts); work with faculty, staff and vendors</li> <li>• Ability to effectively communicate, in both oral and written format, with staff and/or vendors</li> </ul> <p><u>Yearly Responsibilities:</u></p> <ul style="list-style-type: none"> <li>• Prepare purchasing files for new year processing</li> <li>• Close out all old purchase orders.</li> </ul>
<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<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"> <li>• Minimum one (1) year related experience or Associate’s degree (A.A.) or equivalent from a two (2) year college or technical school</li> </ul>
<b>SALARY &amp; BENEFITS:</b>	<b>\$13.46 - \$15.38 per hour.</b> Salary will be commensurate with education and experience. Benefits include health, dental, vision and life insurance, vacation, holiday pay, and paid sick leave.
<b>DEADLINE:</b>	<b>Application review begins July 23, 2018. Open until filled.</b>

<b>TO APPLY:</b>	<p>Please visit the Auxiliary Human Resources page at <a href="http://www.auxiliary.com">www.auxiliary.com</a> 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 &amp; resume may be e-mailed to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></p>
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**RESUMES WILL NOT BE ACCEPTED WITHOUT COMPLETE APPLICATION**

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/admnserv/smokefree/index.html>*

*Employment for this position is by the California State University, Fresno Association, Inc. This is not a State of California position.*

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