

California State University, Fresno Foundation

FISCAL ASSISTANT – BAY AREA ACADEMY JOB ANNOUNCEMENT #17-853

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 provides support for the fiscal team and provides support for Academy staff as needed. This position is responsible for supporting the training efforts of the Academy, with duties to include: tracking supply order requests, preparing training boxes for new staff, and tracking equipment inventory. This position is located at Bay Area Academy Central Office in Berkeley, California (2600 Tenth St., Berkeley, CA 94710).</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the general direction of the Fiscal Operations Manager, this position is responsible for the following duties:</p> <ul style="list-style-type: none"> • Ordering, sorting, organizing of supplies • Preparing and tracking purchase orders as needed • Data entry, including updating fiscal tracking, initial preparation of payment authorizations and back up • Track and reconcile payments • Proofread and process trainer service agreements and confirmation letters • Administrative support for Fiscal team • Preparation of training boxes for staff • Maintain equipment inventory • General Administrative Support • 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> <ul style="list-style-type: none"> • Associate's degree (A. A.) or equivalent from two (2) year college or technical school; or six (6) months to one (1) year related experience and/or training; or equivalent combination of education and experience. • Two (2) years support experience in an office setting • Knowledge and use of standard office equipment, such as copy machine, fax machine, printers and scanners • Attention to detail • Strong organizational skills • Thorough knowledge of English grammar, spelling and punctuation • Proficient knowledge of MS Word, Excel, Outlook, PowerPoint and Adobe Acrobat • Ability to communicate in a friendly and professional manner with internal and external constituents • Reliable vehicle and insurance due to frequent travel to training and BAA area county sites, as well as a valid driver's license with a driving record in good standing.
COMPENSATION:	<p>\$3,333.33-\$3,750.00/month, DOE. Salary will be commensurate and competitive with experience and qualifications. Benefits include vacation, sick, holiday pay, health, dental, vision, life and 401(k).</p>
DEADLINE:	<p>Application review begins September 8, 2017; 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 style="text-align: center;">California State University, Fresno</p>

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

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

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