



Athletic Corporation

California State University, Fresno

Athletic Business Office Coordinator

Athletic Corporation – Business Office

Vacancy #A386

Compensation:

\$16.35 - \$20.19 per hour. Salary will be based on experience and qualifications. This position includes full benefits.

Position Summary:

The Athletic Business Office Coordinator (12-month, non-exempt status, at-will) reports to the Athletic Business Office Manager and serves as the primary liaison between Athletics and the Cashiers'/Accounts Payable Office. In addition, this position is the primary reconciler of travel related processes. This is a full-time (equivalent to 40 hours per week), non-exempt position. Athletic Corporation employees are at-will.

Primary Duties:

- Initial review of documents received by the Business Office for proper account coding, monetary accuracy, proper back-up, and proper signature approval. Documents include, but are not limited to, direct pay forms, purchase requisitions, travel applications, 204 Vendor forms, etc.
- Coordinate the flow of all contracts binding the Athletic Corporation to ensure proper wording and signatures and maintain proper filing of such agreements
- Coordinate annual collection of Payee data forms for game officials and work in conjunction with game operations to process official's payments either directly or through a third party agency
- Coordinate the request and fulfillment of all travel applications and cash advances
- Responsible for notifying CSURMA of all business related and team foreign travel
- Reconcile certain monthly accounts including, but is not limited to, Corporate American Express, procurement cards, telephone, rental car, gas
- Distribute invoices received from outside vendors and General Accounting to the responsible sports and/or units
- Initiate business office direct pays and purchase orders
- Maintain, track, and issue trade allocated to the Business Office for use by sports, units, and administration
- Coordinate travel arrangements for employee candidates including air and lodging arrangements, expense advances and reimbursements as needed
- Assist Sport Supervisors with conference post season travel arrangements
- Assist Sport Supervisors with NCAA post season travel including entering travel rosters and other travel related information utilizing the NCAA Championship portal; book flights, ground transportation with NCAA Official travel agency; process travel applications and other travel forms as needed; reconcile and file reports with the NCAA for travel reimbursements
- Annually distribute and maintain travel liability release forms for all student-athletes
- Maintain/create departmental forms
- Assist with department policy creation, implementation, and enforcement as well as analyzing best practices for fiscal integrity and audit compliance

Please visit the [Fresno State Jobs webpage](#) for the Athletic Corporation Application and to view current listings of all available Athletic Corporation and University employment opportunities.



Athletic Corporation California State University, Fresno

Secondary Duties:

- Posting to the general ledger, general journals
- Assist in answering general business office phone calls
- Receipting and processing of deposits received by the Business Office
- Back-up to the Personnel Assistant for Corporation Payroll and Benefits
- Back-up to the Personnel Assistant for the reconciliation and preparation of bank/credit card deposits and release to the deposit pick-up
- Receipting and processing of deposits received by the Business Office

Required Knowledge, Skills and Abilities:

- Thorough knowledge of office systems, including Microsoft Excel, financial data management systems, and email
- Ability and willingness to support the department's equity commitments
- Demonstrated ability to work effectively with individuals from diverse ethnic, cultural and socio-economic backgrounds and project a professional attitude
- A work history of regular attendance and positive performance evaluations

Education and Experience:

- Two years of recent progressively responsible administrative work experience, including processing payables, travel advances, and reimbursements

Preferred Qualifications:

- Bachelor's degree from an institution of higher education which is accredited by one of the six US regional accrediting associations or by an equivalent international institution of higher education.
- Experience working with PeopleSoft financials
- Experience working in a collegiate athletics setting
- Experience working in the California State University system

Deadline to Apply:

Application review begins on **September 30, 2016**. Position will remain open until filled.

Application Requirements:

An [Athletic Corporation Application](#), a resume, and a list of three professional references, including telephone numbers, are required. A cover letter that addresses your qualifications for the position is required.

Apply To:

California State University, Fresno – Human Resources
Joyal Administration Building, Room 211
5150 North Maple Avenue, M/S: JA41
Fresno, California 93740-8026
Phone: (559) 278-2032
Fax: (559) 278-4275



Athletic Corporation California State University, Fresno

Thank you for your interest in a non-faculty position at Athletic Corporation.

The Athletic Corporation of California State University, Fresno is committed to Equal Employment Opportunity and Affirmative Action. Applicants will be considered without regard to sex, race, color, religion, national origin, sexual orientation, marital status or disability. The Athletic Corporation actively seeks and encourages applications from members of all underrepresented groups. The Athletic Corporation is committed to providing equal opportunities to men and women CSU students in all campus programs, including intercollegiate athletics. The Athletic Corporation is associated with the University; however, employees of the Corporation are not employees of the University or the State of California.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, crime report statistics are available at <http://www.fresnostate.edu/adminserv/police/clery/>.

Background investigations will be conducted, as required, depending upon the job requirements of a position. These could include, but are not limited to, processing of fingerprints through the Department of Justice and degree and license verifications. An offer of employment may or may not be extended based upon the results of these verifications.

Pursuant to the requirements of the Immigration Reform and Control Act of 1986, any offer of employment is contingent upon verification of individual's eligibility to be employed in the United States.

Pursuant to Executive Order 883, reasonable accommodation is to be provided upon request from an employee or applicant with disabilities, unless doing so would impose an undue hardship on the campus. What constitutes a reasonable accommodation is to be determined by the campus on a case-by-case basis after it has received the individual's request for accommodation and engaged in an interactive process. Employees or applicants requiring reasonable accommodation should contact Human Resources directly at (559) 278-2032.

University Information: (<http://www.fresnostate.edu/>)

Fresno State is one of 23 campuses of the California State University System. The university's mission is to offer high quality educational opportunities to qualified students at the bachelor's and master's levels, as well as in joint doctoral programs in selected areas. The University serves the San Joaquin Valley while interacting with the state, nation, and world. Through transformational applied research, technical assistance, training and other related public service activities, the University builds partnerships and linkages with business, education, industry, and government. The University competes athletically in Division I FBS and is a member of the Mountain West Conference.

The University's current enrollment is more than 24,000 students from diverse backgrounds, which creates a culturally rich environment. The campus, which has been designated as an arboretum, is spread over 1400 acres. Metropolitan Fresno, with a multi-ethnic population of over 600,000 is located in the heart of the San Joaquin Valley on the western edge of the Sierra Nevada Mountain Range. The campus is within easy driving distance of San Francisco, Los Angeles, Yosemite, Kings Canyon, and Sequoia National Parks, the Monterey Peninsula, Lake Tahoe, beaches, sailing lakes and numerous ski resorts. Fresno boasts one of the most reasonable housing markets in California and offers a wide array of locally grown fruits and produce.

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