



Channel Islands

CALIFORNIA STATE UNIVERSITY

ADVANCEMENT BUDGET AND PLANNING SPECIALIST

Full Time
\$3288-\$6347

JOB DESCRIPTION

Purpose of Position / Job Function

Under general direction, the Advancement Budget and Planning Analyst will provide financial accounting support for the Division of University Advancement and will be responsible for the timely submission of financial records to Accounts Receivable (AR), Accounts Payable (AP), Budget and Finance areas.

The Analyst will assist the Director of Advancement Budget and Planning throughout the fiscal year using a variety of financial record keeping methods and providing analysis and recommendations.

The Advancement Budget & Planning Analyst will query and analyze financial data for the UA Division and the Foundation utilizing Finance Data Warehouse Financial Reporting System (PeopleSoft) and input/upload of budget data in Hyperion. Provide data support in compiling of financial reports in the development of the UA Division and Foundation Annual operating budgets and fiscal year-end audits. Including support in preparation of Annual surveys and returns such as VSE and UADB.

General Responsibilities:

Support scholarship administration by organizing and maintaining list, tracking criteria and compiling financial reports and determining availability and amounts of Foundation scholarships. Liaise with Financial Aid and Accounting departments to provide accurate Foundation fund coding guidance, support and analysis of fund activity for Fall, Spring and Year-end true-ups related to scholarship distributions.

Perform periodic comparison between PeopleSoft and Raiser's Edge data, identify variances by fund and work with Accounting to resolve respectively, including Gifts-in-Kind and Write-offs. Analyze and research fund expenditures and revenues, reclass and submit journal entries to resolve any issues/variances for accurate reporting. Request for creation of new and/or closing of funds. Provide support for budget analysis, including review of budget allocations, reports and data for accuracy against PeopleSoft.

Prepare and submit various accounting forms such as Related Entity Transactions (RETs) and Journal Entry Transactions (JETs) as it relates to Reimbursed Activity and Conferences & Events (C&E) billing to ensure timely month-end, quarter-end and year-end reporting. Under the direction of Accounting/BFA to clear any open reconciling items or errors with JETs/RETs submission.

Submit Request for Goods and Services (RGS's), Change Orders (CO's), verify Purchase Orders (PO's) and availability of funds. Submit invoices and check requests to Accounts Payable (AP) for processing. Work closely with Accounting department to resolve any accounting issues related to vendor payments. Prepare deposits of checks, cash and/or credit card payments of Accounts Receivables (AR) related to Conferences & Events invoices.

The position also conducts research related to Divisional needs such as but not limited to the creation and review of policies and procedures and best practices. Assistance with financial and reporting needs regarding Grants as needed.

The position will also be required to participate and support Division-wide projects and events and serves as back-up to the Administrative Assistants in the Division. Provides general administrative support for the Division. Other duties as assigned.

MINIMUM REQUIREMENTS

A Bachelor's degree is preferred for this position. Previous operations experience in a non-profit or with higher education advancement is also preferred. Must be highly organized, detail oriented, handle multiple tasks/projects simultaneously, set priorities, meet deadlines and have a minimum of two (2) years of experience in a progressively responsible position in a work area requiring strong accounting, finance, administrative, and computer skills. General knowledge of financial, budgetary and accounting principles and practices. Working knowledge of the principles and practices of public accounting and cash-flow management; demonstrated ability to perform fiscal analysis. Ability to define problem areas, collect data, perform preliminary analyses and make appropriate recommendations; and write clear and concise analytical comments. The successful candidate must be very proficient in using standard office software packages such as MS Office (Outlook, Excel, Word, Access). Proficiency in PeopleSoft accounting and Hyperion budget software is highly preferred.

Ability to work in a group setting, interact diplomatically with individuals from varied backgrounds and work on a team.

Must have the ability to apply a high level of judgment and discretion on a consistent and continuing basis. Ability to maintain confidentiality of sensitive information, to communicate effectively, both orally and in writing and work collaboratively with colleagues within University Advancement as well as across campus. The ability to plan, and implement ideas and projects, and establish priorities to achieve results.

Ability to keep accurate records and complete timely reports. Willingness and ability to share information when needed as well as train University Advancement staff when requested. Knowledge of University/Foundation organizational structure, policies and procedures. Travel and attendance to various campus functions, events, meetings and conferences is required. Must be able to work nights and weekends. Ability to successfully complete the Defensive Driver Training Program and to provide proof of eligibility to lawfully operate a motor vehicle in the State of California.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

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