



**ATHLETIC CORPORATION
CALIFORNIA STATE UNIVERSITY, FRESNO
Position Description Form**

Employee Name:	_____	Fresno State ID #:	_____
Position Title:	<u>Athletic Business Office Coordinator</u>	FLSA Status:	<u>Non-Exempt</u>
Department:	<u>Athletic Corporation</u>	Date Prepared:	<u>September 2024</u>

POSITION DESCRIPTION

Overview:

The Athletic Business Office Coordinator (12-month, non-exempt status, at-will) will be responsible for reviewing, auditing, and approving assigned athletic department purchase orders, supplier invoice request, p-card transactions, expense reports, spend authorizations, and other transactions. They will be responsible for understanding all institutional and department policies as they relate to reviewing of assigned documents. The position will also assist in monitoring the Athletic Department trade program, preparing weekly deposits, and other business office responsibilities as assigned by the Senior Associate AD. This is a full-time (equivalent to 40 hours per week), non-exempt position. Athletic Corporation employees are at-will.

Primary Duties:

- Serve as a collaborative, innovative and effective leader to manage the daily business operations of the Fresno State Athletic Corporation.
- Collaborate with ABO employees including accounting technician and sport administrative assistants.
- Monitor and track department and sport programs budgets and expenses on a daily basis.
- Approve expenses up to \$5,000 for the Athletic Corporation.
- Oversee Athletic Corporation Pro-Card process including but not limited, monthly reconciliation and submission, distribution of new cards, and new employee training.
- Provide planning, preparation and organization for the department's zero-based budgeting process.
- Monitor and manage the departments' operating budget that supports 17 teams and over 450+ student-athletes.
- 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.
- Prepare weekly deposits for the Athletic Corporation.
- Onboard new employees – preparing for their arrival to the office and insuring equipment and accounts are prepared and ready for use.
- Maintain, track, and issue trade allocated to the Business Office for use by sports, units, and administration.
- Identify, review, and make recommendations for process and policy improvements and ways to streamline operations.
- Participates in the development of policies and procedures.
- Assist Senior Associate Athletic Director for Business Operations with special projects for expansion of programs and enrollment growth.
- Coordinate cell phone stipends for the department.
- Maintain a high level of confidentiality on all aspects of the position relating to student-athletes and other relevant information.
- Assist with the assurance that operations are conducted in compliance with NCAA, Conference and University rules and policies.
- Assist with department policy adherence as well as analyzing best practices for fiscal integrity and audit compliance.
- Responsible for ensuring financial records are retained as detailed in the Athletic Corporation Records Retention Policy.
- Ability to understand and follow instructions and adhere to all operation procedures and policies of the Athletic Corporation and University.
- Administrative support duties of a general office nature will also be assigned.

This position description is not an employment agreement or contract. Management has the exclusive right to alter this Position Description. The Athletic Corporation is associated with the University; however, employees of the Corporation are not employees of the University or the State of California.



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- Maintain/create departmental forms

Supervisory Responsibility:

Who Supervises this Position:	Interim Senior Associate AD for Athletic Business Operations
Who is Responsible for completing the Performance Appraisal:	Interim Senior Associate AD for Athletic Business Operations
What other classifications does this Supervises:	Accounting Technician and Sport Administrative Assistants.

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:

- Bachelor's Degree required – preferably in a finance/accounting related field.
- Two years' work experience on a university campus in an Athletic Department or with budgets and accounting.

Preferred Qualifications:

- Experience working with PeopleSoft financials.
- Experience working in a collegiate athletics setting.
- Experience working in the California State University system.

SPECIAL CONDITIONS OF EMPLOYMENT AND POSITION DESIGNATIONS:

The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in [CSU Executive Order 1083](#) as a condition of employment.

SIGNATURES

My signature denotes that I have reviewed the duties, responsibilities, and functions outlined on the position description form and that it is an accurate statement of the duties and responsibilities assigned to this position. The position description is intended to describe the general content and essential requirements for the position and is not an exhaustive statement of duties. Management has the exclusive right to alter this position description.

Print Name	Signature	Date
Employee:		
Supervisor:		
Appropriate Administrator:		



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Employee Name: _____ Position: Athletic Business Office Coordinator
 Department: Athletic Corporation Date Prepared: _____

WORKING ENVIRONMENT

Check the appropriate box which most accurately describes the extent of the specific activity performed by the employee on a daily basis. If the activity is performed less than one (1) hour each day, check the N/A box.

PHYSICAL EFFORT

	Number of hours/day						Number of hours/day				
	N/A	1-2	3-4	5-6	7+		N/A	1-2	3-4	5-6	7+
1. Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12. Lifting or carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A. 10 lbs. or less	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	B. 11 to 25 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Bending Over	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	C. 26 to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. 51 to 75 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E. 76 to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Reaching overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	F. Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Crouching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Repetitive use of hands/arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Repetitive use of legs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Balancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Eye/hand coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Pushing or pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
						16. Driving cars, trucks, forklifts and other equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
						17. Being around scientific equipment and machinery	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
						18. Walking on uneven ground	<input type="checkbox"/>	<input checked="" type="checkbox"/>			

MENTAL EFFORT

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Directing Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Using math/calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Working at various tempos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Concentrating amid distractions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Remembering names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Remembering details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Making decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Working rapidly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Examining/observing details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12. Discriminating colors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ENVIRONMENTAL FACTORS

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Inside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Outside	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Humid	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. High places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Hot	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Dry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Wet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Change of temp	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Dirty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Dusty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Noisy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Working With others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Working around others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. Working alone	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>