



Job Bulletin 102754 – 13/14

BUSINESS OPERATIONS COORDINATOR

Classification – Administrative Analyst/Specialist (Non-Exempt)

Time base – Full Time

This recruitment will remain open until filled. For priority consideration, please complete on-line application by May 4, 2014. A review of applications will begin May 5, 2014 and the review period may end at any time thereafter.

ABOUT THE CALIFORNIA MARITIME ACADEMY:

Established in 1929, California Maritime Academy, a campus of the California State University, is the only degree-granting maritime academy on the West Coast. Situated on the shore of the Carquinez Strait 30 miles northeast of San Francisco, the campus serves a student population of approximately 1050 undergraduates and 50 graduates. The campus currently offers undergraduate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A master's degree in Transportation and Engineering Management is offered as well as a number of extended learning programs and courses.

MAJOR RESPONSIBILITIES:

Business Operations and Contract Support

- Track program/project costs and revenues and produce reports using data warehouse related to performance and cash flow.
- Initiate and track operational requests including: Accounts Receivables/Payables, Reimbursements, Procurement, Requests for Personnel Action and faculty payment authorizations, etc.
- Organize, submit, calendar and track documentation related to grants and contracts to address risk management concerns.
- Serve as the department's cashier and Cashnet™ contact.
- Insure compliance with all University policies and procedures.
- Actively work to improve and facilitate services to faculty/staff, principal investigators, subcontractors and project partners.
- Attend weekly staff meetings sharing standing reports and providing operational input to the discussions.
- Compile revenue and expenditure information via spreadsheet and produce summary reports for internal and external entities.

Extended Learning Support

- Maintain, monitor, and submit course approvals and renewals.
- Develop and update course materials with course developers.
- Coordinate facilities for campus and offsite course deliveries, including food services and equipment needs.
- Website maintenance for course updates and schedule.

SPECIAL REQUIREMENTS:

- Successful completion of a background investigation and fingerprinting.
- 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.

MINIMUM QUALIFICATIONS:

- Bachelor's degree with a major in accounting, finance, business administration, or a closely related field or a combination of education and experience is required.
- Three years of progressively responsible accounting, finance, bookkeeping or related experience that will provide the required skills, knowledge and abilities.
- Knowledge and understanding of financial record-keeping methods and practices.
- Ability to use automated financial systems, MS Office programs and familiarity with online submission and reporting procedures.
- Ability to organize large amounts of reference data and to manage historical information for rapid access as needed.
- Ability to use Excel spreadsheets and data warehouse software to produce financial reports that can be easily understood by non-accountants.
- Ability to interpret State and CSU financial memos and CPO's to determine their budget impact on the campus.
- Knowledge of procedures for statistical analysis and the ability to analyze data and draw logical conclusions.
- Ability to work independently as a self-motivated highly productive professional.
- Ability to communicate effectively with others in presenting ideas and concepts both written and orally.
- Ability to prioritize emerging issues and handle concurrent multiple deadlines/tasks.
- Ability to handle sensitive information and maintain confidentiality.

DESIRABLE QUALIFICATIONS:

- Knowledge of the principals and practices of governmental/state budgeting processes.
- Familiarity with grants and contracts procedures including federal and state guidelines, reporting procedures, budgeting building, contract negotiation, contract setup, subcontracts, staffing, negotiating changes, etc.
- Knowledge of CFS standard chart fields used in FIRMS.
- Experience using PeopleSoft systems for financial and budget management, including query skills.
- Ability to use web development software to maintain a web site/page.
- Familiarity with customer service and quality improvement principals.

HIRING SALARY RANGE: \$3,288 - \$5,263 per month. Salary budgeted at up to \$4,167 per month (commensurate with education and experience).

APPLICATION PROCESS: Interested parties must submit the Cal Maritime Employment Application and current resume. Apply on-line at <http://www.csum.edu/web/hr/careers>. Based upon a review of applications and accompanying documents, only those persons whose qualifications best match job requirements will be interviewed. Applicants selected for an interview will be notified of interview appointments by telephone or email.

BENEFITS: The California Maritime Academy offers a broad range of benefits for qualifying positions including medical, dental, vision, life and disability insurances, retirement (CalPERS), fee waiver, vacation and sick leave.

ELIGIBILITY TO WORK: Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

Equal Opportunity Employer/Minorities/Females/Veterans/Individuals with a Disability