

POSITION ANNOUNCEMENT

California State University International Programs (CSU IP) is looking for a Finance and Operations Administrator. The position is based at the CSU IP Study Center in Florence, Italy and not a California position. This is a year-round, full-time position that requires flexible hours including weekend excursions.

POSITION RESPONSIBILITIES: Under the general direction of the Resident Director, serve as the Finance and Operations Administrator. The successful candidate shall:

- Advise and assist the Resident Director in matters with Italian nationals and organizations that directly affect the study center operations.
- Prepare financial reports, pay invoices, disburse student emergency loans, and record financial transactions of the Center in accordance with CSU IP directives and policy and instructions of the Resident Director.
- Monitor budget and lead in consultation with the Resident Director in program budget preparation.
- Conduct banking services and transactions.
- Advise Resident Director, Student Services colleagues, and faculty on fiscal matters relating to group activities, such as field trips, group meals, receptions. Act as contact with bus vendor, hotels, guides and authorities to define the itinerary, cost, and accommodations and all other fiscal aspect of field trips.
- Provide feedback on salary payment for the academic curriculum layout.
- Serve as the petty cash fund custodian.
- Prepare and submit payroll information to Studio Villi for tax records and other bookkeeping required for all salary payment.
- Maintain contact with Italian governmental agencies such as the Regional Government of Tuscany, the municipality of Florence, and others as necessary.
- Serve as program liaison with lawyers, landlord, *commercialista*, and the *consulente di lavoro* in matters relating to salaries, taxes, and social security benefits, and legal and labor matters in general.
- Supervise the Building Services Coordinator.
- Provide administrative support for the implementation of safety measures and informs CSU IP of these matters.
- Responsible for asset management, including furniture and equipment inventory and ensure adequate office supplies for study center operations.
- Work with Resident Director to improve operational systems, processes and policies -- specifically, better management reporting, information flow and management, business process and organizational planning.
- Function as lead coordinator for special projects.

QUALIFICATIONS: This position requires:

- A bachelor's degree or equivalent.
- Experience with U.S. and Italy higher education.

- Demonstrated experience in accounting and business practices to advise Resident Director, CSU IP Assistant Director of Fiscal Affairs, and colleagues regarding pertinent financial, contracts, and administrative issues.
- Demonstrated skills in budgetary and financial analysis and control, including reconciling ledgers and monitoring expenditures.
- Ability to deal with confidential and sensitive information with discretion.
- Skill in establishing and maintaining cooperative, professional working relationships with faculty, staff, students, vendors, and other academic and corporate institutions.
- Ability to work collaboratively in a close knit team where cooperation and flexibility are requisite especially in emergency situations.
- Proficient in English and Italian. Excellent interpersonal skills, oral communication skills, and usage of language to clearly convey information verbally and in writing.
- Highly developed interpersonal skills and sensitivity awareness to interact appropriately and diplomatically with a diverse population including students, faculty, administrators, vendors, international executives and partner institutions.
- Skill in analyzing information, dealing with problems, situations, practices or procedures, formulating logical and objective conclusions and making recommendations for effective solutions.
- Skill in supervising, evaluating, and training staff and student employees to insure correct management of the CSU IP Study Center and its programs.
- Well-developed skill in assessing and managing workloads and priorities in an active office environment.
- Demonstrated ability to efficiently and effectively operate Macintosh and PC computers with advanced working knowledge in the latest versions of Microsoft Excel and FileMaker Pro or equivalent software; demonstrated knowledge of Microsoft Word, PowerPoint and Outlook.

APPLICATION DEADLINE: Submit a cover letter, vita/resume and contract information for three (3) references to csuiprecruitment@gmail.com by Friday, January 31, 2020. Qualified candidate(s) will receive an invitation to participate in an in-person interview with the Search Committee, a video conference call with the CSU IP Director, and take a skill test on February 6, 2020.

COMPENSATION AND BENEFITS:

- Six (6) weeks vacation in accordance with Italian law
- Italy national holidays
- Subject to all rights and benefits given by law to all Italian employees
- Salary negotiable and commensurate with qualifications and experience