

PALOMAR COMMUNITY COLLEGE DISTRICT

FOUNDATION ACCOUNTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of professional accounting, financial analysis and auditing functions in support of Foundation programs and budgets; to prepare a variety of financial statements and summaries; and to establish and maintain appropriate accounting procedures according to Federal and State requirements. Complete responsibility for all Foundation accounting duties and records.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Development and Governmental Relations/Executive Director for the Foundation.

May exercise functional and/or technical supervision over student, temporary or volunteer staff.

ESSENTIAL AND MARGINAL FUNCTIONS STATEMENTS – *Essential and other important responsibilities and duties may include, but are not limited to the following:*

Essential Functions:

1. Prepare Foundation deposits and transport them to bank.
2. Audit documentation for requests for payment from Foundation accounts to Foundation account holders, vendors; ensure adherence to the Foundation's internal policies and procedures.
3. Generate Foundation checks for approved Account Withdrawal Form/Check Requests; obtain check signatures from authorized Foundation signers; disburse checks to payees; maintain records of payments, copies of invoices and other items.
4. Prepare and maintain Foundation budgets and records for programs and grants, process expenditure and revenue transfers between Foundation accounts; prepare and maintain activity reports for Foundation account holders.
5. Create and maintain a chart of accounts for various program areas; set up new account numbers according to established and documented procedures.
6. Create and update a master vendor file to pay vendors for goods and services acquired; update information including name, address, 1099 status and vendor type.
7. Perform data entry for all cash receipts, expenditures and adjusting journal entries into the Foundation's computerized accounting system.
8. Reconcile and process necessary adjustments to all Foundation checking and investment bank accounts through monthly bank account reconciliations.
9. Prepare payroll, reconcile and file W-2, W-3 and 1099 tax forms, calculate and make any necessary payroll Federal tax deposits and quarterly EDD deposits; maintain knowledge of current tax laws and regulations.

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10. Monitor general checking account balance to assure that balance is adequate but not excessively high.
11. Prepare documentation to establish new bank and investment accounts as needed; close defunct accounts and update signature cards as necessary.
12. Initiate and book journal entries to record interest, NSF checks, stop payments, voided checks and bank charges for Foundation checking accounts.
13. Calculate and record investment income, and monthly market gains and losses for all investment accounts.
14. Maintain donor database and generate various types of reports as needed, including deposit records, mailing lists for targeted mailings, level of giving reports, and lists of members of particular College-affiliated groups or organizations.
15. Prepare year end closing entries for Foundation accounts, set up current liabilities, make adjusting entries, and prepare journal entries to close books.
16. Administer Charitable Remainder Trusts including preparing and disbursing semi-annual payments; preparing and submitting documentation to dissolve Charitable Remainder Trusts upon the decease of the final survivor; preparing Planned Giving analyses upon request for prospective Charitable Remainder Trust donors using Crescendo software; preparing reports for annual audit.
17. Prepare and distribute monthly Foundation Board packets, including agenda, minutes, budget, financial statements and various financial analyses.
18. Coordinate quarterly Finance and Investment Committee meetings; prepare reports and analyses as needed; carry out decisions of Committee with regard to asset allocation, changing financial institutions, adding or deleting signers on accounts and other duties.
19. Prepare monthly and as-requested fund balance reports for various Foundation account holders including Athletics, CFT, PACRA, Performing Arts, Alumni, Child Development, and others; meet with departmental personnel to go over accounts and answer questions.
20. Prepare for annual audit and book any audit adjusting entries upon completion of audit.
21. Prepare governmental reports and filings as required including Registry of Charitable Trusts, Challenge Grant annual report, Department of Justice Non-Profit Raffle report, and other reports.
22. Make recommendations to the Executive Director of the Foundation and prepare documentation to transfer funds between checking, short-term money market, CD's and long-term bond and equity accounts to maintain optimal balances and cover large checks.
23. Attend President's Associates meetings to take minutes and answer any questions regarding financial statements; carry out any decisions of the President's Associates regarding asset allocations, grant requests, and other items.

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24. Obtain and maintain current information for all Foundation accounts, excluding scholarship accounts; to include purpose of account, authorized check signers, or any other account information deemed necessary by the Foundation Board of Directors.
25. Provide support service to the Foundation/Advancement Office Coordinator at Foundation fundraising events, such as managing raffles, supervising volunteers and assisting at live auctions and check-out.
26. Resolve any software issues with Technical Support and/or Information Systems.
27. Attend monthly Foundation board meetings to take minutes and answer any questions regarding financial statements.

Marginal Functions:

1. Perform related duties and responsibilities as required or requested by the Director of Development and Governmental Relations/Executive Director for the Foundation.

QUALIFICATIONS

Knowledge of:

Principles and practices of general and non-profit accounting
Generally accepted accounting principles
Methods and techniques of financial analysis
Methods and techniques of general ledger reconciliation
Operations and services of a non-profit 501 (c) 3 Foundation
Principles and practices of student scholarship administration
Advanced mathematical principles
Advanced principles and practices of financial record keeping and reporting
Principles and practices of budget preparation and administration
Modern office procedures, methods and equipment including computers
Pertinent Federal, State, and local codes and regulations

Ability to:

Perform a variety of professional accounting, financial analysis and auditing functions
Initiate and process journal entries for Foundation accounts
Prepare and maintain Foundation operating budget and various grants and programs
Reconcile and file appropriate tax forms
Perform a variety of accounting functions supporting the administration of scholarships
Prepare year end closing entries for Foundation accounts
Interpret and explain applicable financial reporting rules, regulations and policies
Perform a variety of mathematical calculations quickly and accurately

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Ability to:

Establish and maintain appropriate accounting procedures according to Federal and State reporting requirements

Prepare a variety of clear and concise administrative and financial reports

Maintain and update a variety of accurate financial records, logs, charts and other documents

Communicate clearly and concisely, both orally and in writing

Establish and maintain effective working relationships with those contacted in the course of work

Maintain physical condition appropriate to the performance of assigned duties and responsibilities

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible professional accounting experience.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in accounting, finance, business administration or a related field

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens, noise and electrical energy.

Physical conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; near visual acuity for preparing financial reports and recognizing numerical figures.