



Classification Title: Foundation Accountant

Department:	Advancement	EEO6 Code:	3
Employee Group:	Classified	Salary Grade:	32
Supervision Received From:	Director, Development/Executive Director for the Foundation	Date of Origin:	6/2022
Supervision Given:	General Supervision	Last Revision:	6/2022

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 by individual positions.

JOB SUMMARY.

Performs a full range of professional accounting, auditing and financial analysis functions in the preparation and maintenance of the Foundation’s financial records, reports and systems; ensures all appropriate federal and state requirements are followed; provides a basis for sound operational and financial planning through financial review, analysis, monitoring, reconciliation and maintenance of Foundation financial accounts, funds, grants, programs and activities; serves as an experienced resource to the District’s administration, and the Executive Director of the Foundation to support sound financial decision-making; coordinates business operations of the Foundation; provides support to the Executive Director of the Foundation.

DISTINGUISHING CHARACTERISTICS.

Foundation Accountant is distinguished from Accountant by the former’s functions for performing professional accounting duties involving the application of accounting principles and practices to the resolution of a wide variety of complex accounting problems specifically for the Foundation, including utilizing nonprofit fund accounting to accurately track Foundation revenue, while Accountants provide the same accounting functions for the District as a whole. Foundation Accountant is also distinguished from Senior Accounting Technician by the former’s responsibility for performing professional accounting duties involving the application of accounting principles and practices to the resolution of a wide variety of complex accounting problems, while Senior Accounting Technicians provide accounting support functions.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Reviews, analyzes, balances and/or reconciles various accounts to ensure all transactions, receipts, collections, refunds, adjustments, stop payments, returned items, transfers to revenue, etc., are valid and balances are correctly stated in accordance with various governmental codes and accounting standards.
2. Participates in the creation and maintenance of Foundation grant or fund budgets; processes expenditure and revenue transfers between accounts, and prepares and maintains related activity reports.
3. Prepares audit schedules and assists auditors as needed.
4. Creates and maintains a chart of accounts for various program and fund areas; sets up new account numbers according to established and documented procedures; creates and updates master vendor files for goods and services received

based on assigned programs; creates/modifies queries to analyze or correct financial data or transactions for assigned programs.

5. Monitors spending of restricted funds to assist program managers in ensuring compliance with contractual constraints; assists District administrators in identifying and verifying that costs have been correctly allocated and prepares expense transfers wherever necessary.
6. Reviews, inputs, balances and processes checks for various payments ensuring adherence to internal control policies and procedures; generates checks for approved requests.
7. Performs appropriate data entry into an accounting system of all cash receipts and deposits for various accounts and funds; establishes and maintains appropriate accounting procedures according to federal and state requirements; ensures compliance with procedures for recording and controlling financial transactions of assigned program budgets.
8. Performs cash and bank reconciliations for various accounts; initiates and processes journal entries to record interest, non-sufficient funds (NSF) checks, stop payments, voided checks and bank charges for assigned accounts.
9. Participates in year-end closing activities by preparing year-end accruals and closing entries for assigned program or fund accounts; sets up accounts receivable and current liabilities; makes adjustments to all suspense or liability accounts; prepares journal entries to close books.
10. Generates, reconciles and electronically files Internal Revenue Service 1099s, 1096s and various sales and use tax forms for assigned programs; maintains knowledge of current tax laws and regulations.
11. Gathers, maintains and analyzes a variety of financial data required to compile ad-hoc, monthly and mandated reports; communicates results of financial analyses to management, account holders and outside parties and makes recommendations for appropriate action.
12. Prepares and makes bank deposits; prepares documentation to establish new bank and investment accounts and closes defunct accounts; calculates and records investment income and monthly market gains and losses for all investment accounts.
13. Communicates closely with bank and investment professionals to ensure appropriate fund balances, transfers, and fee assessments.
14. Prepares scholarship program account reconciliations and disbursements.
15. Administers Charitable Remainder Trusts and Unitrusts; calculates and disburses payments; prepares planned giving analysis to set up prospective new trusts; dissolves trusts when final survivor passes; prepares reports for annual audits; prepares governmental reports and filings as required.
16. Generates Foundation checks; obtains authorized Foundation signers; disburses checks to payees; maintains records of payments, copies of invoices and other items; prepares and monitors annual Foundation operating budget and events budgets, coordinates all invoices and collection of payments.
17. Coordinates Finance and Investment and Grant Review committee meetings of the Foundation Board of Directors; prepares reports, analyzes as needed, and executes any committee decisions.
18. Oversees and reconciles revenue data in specialized accounting software and donor database.
19. Utilizes nonprofit fund accounting to accurately track Foundation revenue; creates, clarifies, and manages funds.
20. Coordinates Foundation business operations, including obtaining necessary insurance, participating in developing fiscal policies and procedures, and coordinating the annual audit; provides support to the Executive Director of the Foundation; works closely with internal and external constituents to develop and execute strategies that result in achieving the goals of the Foundation.
21. Coordinates with District departments to ensure the proper and timely spending of funds from philanthropic donations; prepares financial reports for donor and grant follow-up reports.

Marginal Functions:

1. Attends various meetings and serves on committees as required.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/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: Three years of professional accounting experience.

Education/Training: Equivalent to a bachelor's degree from an accredited college or university with a major in accounting, business administration, finance or a closely related field.

Preferred Qualifications:

1. Professional accounting experience in a college or university setting.
2. Experience in nonprofit fund accounting.
3. Experience with MIP fund accounting software.

Knowledge of:

1. Principles and practices of general, federal, state and non-profit accounting.
2. Generally accepted accounting and auditing principles, practices and procedures.
3. Operations and services of a financial aid program including grant administration
4. Principles and practices of student scholarship administration.
5. Methods and techniques of financial analysis.
6. Methods and techniques of general ledger reconciliation.
7. Advanced mathematical principles.
8. Advanced principles and procedures of financial recordkeeping and reporting.
9. Principles and practices of budget preparation and administration.
10. Modern office procedures, methods and equipment including computers and an integrated data management system.
11. Principles and practices of sound business communication in a college environment; correct English usage, including spelling, grammar and punctuation.
12. Local, state and federal regulations, including terminology and processes applicable to areas of assigned responsibility.

Skill in:

1. Performing a variety of professional accounting, financial analysis and auditing functions.
2. Organizing, setting priorities and taking initiative within areas of responsibility.
3. Analyzing situations accurately, exercising sound judgment and adopting effective courses of action.
4. Working independently in the absence of supervision.
5. Initiating and processing journal entries for assigned program accounts.

6. Preparing and maintaining budgets for assigned programs.
7. Recording and disbursing assigned monies among various program accounts.
8. Reconciling and electronically filing appropriate income tax forms.
9. Performing a variety of accounting functions supporting the administration of student scholarships, loans and federally-funded grants.
10. Preparing year-end closing entries for assigned program accounts.
11. Interpreting and explaining applicable financial reporting rules, regulations and policies.
12. Performing a variety of mathematical calculations quickly and accurately.
13. Establishing and maintaining appropriate accounting procedures according to federal and state requirements.
14. Preparing a variety of clear and concise administrative and financial reports.
15. Maintaining and updating a variety of accurate financial records, logs, charts and other documents.
16. Communicating clearly and effectively, both orally and in writing.
17. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
18. Establishing and maintaining cooperative working relationships with those contacted in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical office conditions, and the noise level is usually quiet.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to walk, stand or sit for prolonged periods; extensive use of a computer keyboard; and possess near visual acuity for recognizing numerical figures.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.