

**DESERT COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE DESERT FOUNDATION**

FOUNDATION FINANCIAL OFFICER

BASIC FUNCTION

Under the direction of the Executive Director, College of the Desert Foundation, perform varied and complex accounting work specializing in the oversight and maintenance of accounts and financial and statistical records; manages the donor database and reporting systems related to existing and prospective donors; manages the daily operation of the database system which tracks gift/financial and biographical information on alumni, and potential and existing donors; ensures the accuracy and integrity of the data, including input and output, and end-user training and support.

REPRESENTATIVE DUTIES

1. Provide oversight and direction to staff as related to financial/accounting matters;
2. Perform oversight and management of Foundation accounting records within the appropriate database management software; administer the computerized accounting system for the Foundation; operate a computer and related software including Abila MIP Accounting, Abila FR50 (Fundraising 50), printers, copiers, calculators and fax machine
3. Develop and maintain efficient systems for data cleansing, data entry, gift processing, prospect research and relationship management; assist staff through the creation of reports and mailing list, developing and implementing policies and procedures; may serve as a contact with District departments, including the IT Department, Fiscal Services, and President's Office.
4. Perform oversight of grants, trust and endowments; manage special projects related to the Foundation financial management; work closely with the Treasurer of the Foundation Board
5. Prepare financial statement and other month end reports and statements; perform and coordinates activities associated with year-end closing for Operating and Restricted Asset Funds; perform and coordinates activities associated with year-end closing for Operating and Restricted Asset Funds; Prepare financial information for outside accounting firms in order to complete annual audit and tax returns
6. Supervise the banking, protection and custody of funds, securities and financial instruments
7. Assist in budget development; develop financial projections, estimates, and analysis
8. Meet and communicate with Foundation Staff and College of the Desert Staff as required for efficient financial management and fiscal stability; develop and maintain process for disseminating fund balance information to end users; provide and present training sessions.
9. Develop and oversee internal financial controls; manage bank accounts and work with staff to reconcile accounts for proper internal controls; monitor Foundation bank accounts, including proper recording keeping of revenue and expenditures
10. Coordinate staff activities to ensure proper controls and separation of duties at Foundation are maintained
11. Process all invoices for payment to vendors and reimbursements; review and create payment request for disbursements; review and process Goldenrod request in accordance with policies and procedures
12. Maintain current knowledge of organizational policies & procedures, Federal & State policies and directives, and current Accounting Standards; develop and assist in the formulation and implementation of improved accounting, budget and financial record-keeping procedures

13. Assist in preparing Investment Committee & Board agenda items
14. Maintain schedules and timelines, organize multiple projects efficiently and effectively, carry out project details throughout the year
15. Attend a variety of meetings and conferences for professional development; represent the Foundation at a variety of functions
16. Perform related duties as assigned

KNOWLEDGE AND ABILITIES

Knowledge: Computerized general ledger financial accounting software applications; budget practices and methods; financial statement preparation and analysis; preparation of journal entries, account reconciliation, key entry, and output control; Microsoft Windows based software including Outlook, Word, PowerPoint, and Excel; interpersonal skills using tact, patience and courtesy.

Ability to: Prepare and analyze financial statements; prepare journal entries, account reconciliation, key entry, and output control; organize and coordinate data collection and processing, storage and reporting; to communicate complex financial reports; establish and maintain effective relationships with persons from diverse backgrounds; write clearly and persuasively with correct grammar, punctuation, spelling, editing, formatting, and proof-reading; proven ability to organize and prioritize tasks with strong use of initiative and precise attention to detail; communicate effectively both orally and in writing; work independently and confidentially with minimal direction; comprehend and perform standard mathematical and complex calculations.

EDUCATION EXPERIENCE

Bachelor's degree in Accounting or related field preferred or any combination of education and work experience equivalent to a Bachelor's degree from an accredited institution in accounting or related field and three (3) years of increasingly responsible accounting experience.

Prefer accounting experience in a government or educational environment, and experience with Abila MIPS Fund accounting and Fundraising 50 software systems.

LICENSES AND OTHER REQUIRMENTS

Valid driver's license and must have an insurable driving record and current vehicle insurance meeting State of California requirements.

WORKING CONDITIONS

Environment: Busy office environment. Constant interruptions. Driving a vehicle to conduct work as necessary. Requires some evening and weekend responsibility.

EMPLOYMENT STATUS

College of the Desert Foundation

Leadership Salary Schedule: Row VII

Approved: 12-17-10

Revised: June 15, 2017