



JOB TITLE: FOUNDATION FINANCIAL OFFICER

Classification: Classified
Salary Range: 45

Retirement Type: PERS*
Board Approved: August 20, 2018

BASIC FUNCTION:

Reporting to the Executive Director of the Foundation, the Foundation Financial Officer is responsible for the fiscal integrity and overall financial management of the El Camino College Foundation, including oversight of investment accounts, accounting procedures, audits, tax forms, disbursements, and other financial transactions and reporting activities for a 501(c)(3) organization. This position ensures compliance to generally accepted accounting principles as well as District guidelines and policies regarding scholarship funds, endowments, grants, and other restricted and unrestricted funds. This position may lead, train, and provide work direction to other staff.

**** THIS POSITION IS SUPPORTED THROUGH FOUNDATION FUNDS ONLY. ****

REPRESENTATIVE DUTIES:

Oversee the day-to-day accounting and financial reporting activities of the Foundation. Manage all financial processes within the Foundation and provide ongoing fiscal and budgetary management. Develop, implement, and manage operational procedures to ensure efficiency and accuracy of records for a diverse financial portfolio. Provide timely fund reimbursements, disbursements, vendor payments, audit deposits, fund transfers, and reconciling of ledger transactions to ensure data integrity and compliance with District policies, GAAP procedures, and non-profit state/federal regulations. Ensure maintenance of appropriate internal controls. Implement and update accounting practices as necessary.

Prepare, review, and generate a wide range of financial statements and forecasts. Provide analyses, statistical records, and detailed schedules for review by the Foundation Finance Committee and Board of Directors.

Prepare the Foundation's annual budget report. Review financial statements, ledger reports, supplementary schedules, scholarship/grant accounts, investment accounts, and stewardship fees/earnings to assure accuracy and completeness of published data.

Oversee the annual Foundation audit. Serve as the primary point of contact for external auditors. Prepare financial statements and other reports with supporting notes, documentation, and schedules to support financial transactions and reconciled accounts for review by auditors.

Assist with the Foundation's tax return. File IRS forms 1096 and 1099 annually. Issue 1099-Misc forms to independent contractors.

Monitor a range of endowed scholarships, named-donor scholarship accounts, grants, and division accounts. Coordinate requisitions, purchases, and disbursements. Adjust accounts as needed. Ensure all funds are dispersed and accounted for according to budget guidelines. Generate detailed reports in a timely manner for division deans, donors, government agencies, and other constituents as required.

Communicate, both orally and in writing, with Federal/State government agencies, auditors, vendors, as well as divisions, project leaders, and other District personnel regarding fiscal performance of accounts. Provide on-going financial analysis and data, as needed. Serve as the key resource for Foundation account structures and fund balances. Resolve problems or questions referred by staff, administrators, or professionals outside the District. Provide policy and regulatory interpretations as needed.

Develop queries and special reports utilizing various financial systems to monitor ledger transactions and data integrity. Review generated reports for accuracy and completeness; make corrections and budget adjustments as necessary. Oversee the month-end and year-end closings on expenditures and revenues. Analyze generated reports for trends and variances.

Participate in task forces, meetings, and the selection of new staff members. May provide work guidance and training for staff. Assure timely completion of duties assigned to others. Provide feedback on work performance as appropriate.

Maintain professional currency on compliance regulations related to 501(c)(3) organizations and timely filing of reports. Remain current on GAAP and not-for-profit accounting best practices. Research and implement process improvements to provide timely and more efficient use of resources.

Perform other related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Bachelor's degree in Accounting or related business major and six years of direct, increasingly responsible experience in non-profit accounting and/or audits; or Associate's degree in Accounting or related business major and ten years of direct, increasingly responsible experience in non-profit accounting and/or audits.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Thorough knowledge of generally accepted accounting principles.

Expertise in managing accounting and financial systems preferably in a non-profit environment.

Knowledge of applicable sections of State Education Code, not-for-profit regulatory compliance laws, and other significant rules and/or filing requirements related to 501(c)(3) organizations.

Experienced making financial presentations to Boards and other senior administrators.

Experienced preparing audit reports and/or governmental agency reports.

Abilities/Skills:

Demonstrated strong oral and written communication and analytical skills.
Skilled at analyzing large sets of financial data under strict time constraints.
Ability to read, interpret, apply, and explain rules, regulations, policies and procedures.
Ability to handle sensitive and confidential information.
Ability to prepare and maintain complex accounting operations and reports.
Ability to analyze situations accurately and adopt an effective course of action.
Ability to meet schedules and time lines.
Ability to work independently with little direction.
Ability to establish and maintain cooperative and effective working relationships with others.
Ability to use tact and patience in interpersonal interactions.

WORKING CONDITIONS:

Dexterity of hand and fingers to operate a keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting for extended periods of time.
Seeing to read a variety of materials.
High volume telephone usage.
May be exposed to hostile or confrontational situations when explaining or implementing departmental or campus policies, procedures, or state and federal laws.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.