

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

FOUNDATION ACCOUNTANT

BASIC FUNCTION

The Foundation Accountant will perform varied accounting, budgeting and financial reporting tasks required of an institutionally related college foundation in the State of California. These shall include assisting in preparing an annual budget, managing the accounts payable and accounts receivable programs, reconciling monthly bank and investment account statements, management of the purchasing card program, regular communication with college finance staff on fund transfers, and financial reporting information. The Foundation Accountant will staff the Investment Committee of the Foundation Board. The Foundation Accountant will support auditors in conducting annual audit of the Foundation. The Foundation Accountant will prepare the annual budget of the foundation and provide monthly updates for the Executive Director and the Foundation Board. The Foundation Accountant will report to the Executive Director of the Foundation.

REPRESENTATIVE DUTIES

1. Prepare an Annual Budget of the Foundation for review and approval by the Executive Director and the Foundation Board.
2. Provide all monthly financial reports required by the Foundation Board, the College and the State of California.
3. Complete monthly bank and investment reconciliations, allocations, management fees, and due to/due from entries.
4. Prepare and post monthly journal entries, adjusting journal entries and reclassifications.
5. Prepare monthly financial statements including: Statement of Financial Position, Statement of Activities Current and Year to Date, Budget Summary Report, and Special Event Report.
6. Prepare quarterly reports for scholarships and contributions.
7. Perform Foundation accounting with the appropriate database management systems.
8. Provide oversight of grants, trust and endowments; manage special projects related to the Foundation financial management; work closely with Finance Committee Chair to develop agendas for Finance Committee meetings.
9. Prepare financial statements and other month end reports; perform and coordinate activities associated with year-end closing for Operating and Restricted Asset Funds; prepare financial information in order for outside accounting firms to complete annual audit and tax returns.
10. Select, supervise, develop and evaluate assigned staff.
11. 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.
12. 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 record keeping of revenue and expenditures
13. Coordinate staff activities to ensure proper controls and separation of duties at Foundation are maintained.
14. Manage the Foundation's purchasing card program for foundation staff.
15. Process all invoices for payment to vendors and reimbursements; review and create payment requests for disbursements; review and process requests for restricted Foundation funds in accordance with established policies and procedures

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

KNOWLEDGE AND ABILITIES

Knowledge:

1. Computerized general ledger financial accounting software applications.
2. Budget practices and methods; financial statement preparation and analysis; preparation of journal entries, account reconciliation, key entry, and output control.
3. Technical aspects of field of specialty; banking regulation and laws regarding credit card banking and foreign currency banking; applicable laws, rules and regulations related to assigned activities including Payment Card Industry Security Compliance.
4. 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; 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 and complex mathematical calculations.

EDUCATION EXPERIENCE

Associate's degree in Accounting or related field and five (5) or more years of education, nonprofit or public sector accounting experience.

Prefer individual with experience working in California Community College Auxiliary Organizations.
Prefer Experience with fund accounting and fundraising database software systems.

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 VI
Board Approved: August 16, 2019