

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

**FOUNDATION FINANCIAL OFFICER**

**BASIC FUNCTION**

Under the direction of the area administrator, plan, organize, coordinate, direct control, and provide leadership for the accounting and budget of the Foundation. The Financial Officer is responsible for coordinating the accounting function and ensuring that accounting policies and procedures are maintained at all time.

**REPRESENTATIVE DUTIES**

The duties listed below are only intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. 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
2. 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.
3. 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
4. Supervises the banking, protection and custody of funds, securities and financial instruments.
5. Assists in budget development; develop financial projections, estimates, and analysis; recommends alternates for cost-savings and improved delivery.
6. Coordinates and develops systems for maintaining legal compliance of accounting functions: plans and coordinates pre and annual audits according to established timelines; develops and maintains records retention and destruction policies, procedures, and schedules.
7. Develops and coordinates accounting procedures required to determine and monitor the Foundation's fiscal conditions and cash positions; develops and assists in the formulation and implementation of improved accounting, budget and financial record-keeping procedures; maintains the Foundation accounting manual; makes recommendations for updates and improvements in support of improved Foundation operations.
8. Trains, supervises, evaluates, and direct the work of personnel as assigned; plans, organizes, arranges, and attends appropriate training and staff development activities.
9. Oversees and manages Foundation contracts for special events, consulting and services; notifies appropriate administrator when contracts are up for renewal or are expiring.
10. Works with the Foundation audit and Finance and Investment Committees to develop Requests for Proposals (RFP's) and conduct formal and informal bidding procedures.
11. Communicates and guides by disseminating information on Foundation fiscal-related policies, procedures, rules and regulations; provides training and development on identifying issues and resolution within the scope of the Foundation; serves as liaison with auditors and other fiscal monitors; attends a variety of meetings and conferences for professional development; represents the Foundation at a variety of functions
12. Gathers and analyzes data in support of special projects and prepare special reports as directed.
13. Assists in preparing Investment and Audit Committee & Board agenda items, including preparation of financial statements, supplemental accounting reports, and required research.
14. Meets schedules and timelines, organize multiple projects efficiently and effectively, carry out project details throughout the year.
15. Perform related duties as assigned

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

1. Principles and practices of general management, methods, materials and equipment involved in accounting, bookkeeping, payables, receivables, financial reports and budgets.
2. Financial and statistical record-keeping techniques.
3. Generally accepted accounting and auditing principles, practices and procedures.
4. Data processing applications to accounting and auditing functions.
5. Preparation of financial statements and comprehensive accounting reports.
6. GAAP, State of California and Uniform Prudent Management of Institutional Funds Act (UPMIFA).

### **Ability to:**

1. Maintain current knowledge of organizational policies & procedures, Federal & State policies and directives, and current Accounting Standards.
2. Demonstrate and practice excellent work ethics.
3. Properly handle confidential information.
4. Develop and prepare reports and financial statements
5. Utilize accounting and auditing practices and terminology applicable to public sector accounting.
6. Meet schedules and timelines.
7. Work independently and confidentially with minimal direction.
8. Exercise tact and diplomacy in dealing with sensitive and confidential matters
9. Communicate effectively both orally and in writing
10. Make clear and comprehensive reports and maintain complex records
11. Operate a computer and appropriate software including scheduling, email, database management, word processing, spreadsheets and presentations
12. Coordinate and organize tasks.
13. Demonstrate higher-level critical thinking, problem solving, and analysis.
14. Work cooperative with District and Foundation personnel, business and community representatives;
15. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community

## **EDUCATION EXPERIENCE**

A Bachelor's degree in business administration, accounting, finance or related field; and three (3) years of increasingly responsible accounting experience; or an equivalent combination of training and 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. Sitting for extended periods of time, pushing and pulling, and visual acuity. The ability to type, use phone, stand intermittently walk, bend and stoop, occasionally lift, carry, push, pull or otherwise move objects of light to moderate weight, work at a computer, including sitting and viewing a monitor for various lengths of time, repetitive use of a keyboard, mouse or other control device, dexterity of hands and fingers to operate keyboard, ability to communicate and provide information to others. Driving a vehicle to conduct work as necessary.

## **EMPLOYMENT STATUS**

College of the Desert Foundation  
Leadership Salary Schedule: Row VII

Board Approved: December 17, 2010, August 18, 2023

Revised: June 15, 2017, March 9, 2023

Personnel Management Committee Review: March 9, 2023