State College of Florida, Manatee-Sarasota
Job Description

Job Title: Accountant (Foundation)
Reports to: Executive Director, Foundation/Institutional Advancement
FLSA Status: Exempt
Level: 211
Position Class: Professional Staff

Job Summary:
This position is responsible for managing the overall fiscal operations of the Foundation for State College of Florida, Manatee-Sarasota, Inc. including planning, organizing, coordinating and directing the financial and accounting activities of the Foundation.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Assists the Foundation’s Executive Director with all financial functions of a not-for-profit corporation complying with all federal and state regulations ensuring compliance with 501 (c) (3) financial requirements.

2. Maintains integrity of the Foundation’s Financial Edge database Chart of Accounts hierarchy by creating new and/or terminating funds, organizations, account and program codes as required.

3. Maintains internal controls with accuracy and completeness while following FASB standards. Assures compliance with financial and investment policies and procedures. Recommends revised and/or new policies and procedures as needed.

4. Performs monthly bank and investment portfolio reconciliations. Allocates capital gain/loss to appropriate accounts per the Foundation’s financial and investment policies.

5. Performs cash analysis by establishing the Foundation’s cash needs including the generation of wire transfers with the Foundation’s bank and investment company.

6. Approves/disapproves all encumbrances, purchase requisitions, and invoices.
7. Verifies proper fund account numbers, and signatories on all invoices.

8. Verifies the integrity of daily Raiser’s Edge feed to Financial Edge database and identifies discrepancies.

9. Provides input for data entry by accounting specialist and training/assistance as needed.

10. Prepares 1099 tax forms for Charitable Gift Annuitants, their tax attorneys or CPA’s and appropriate Foundation contractors.

11. Reconciles general ledger.

12. Prepares various reports and analyses as they become necessary. Prepares monthly, quarterly and annual financial reports for the Executive Director, the Foundation Board, the Treasurer, the Asset Management Committee Chair, the development staff, and various account holders for purposes of forecasting, tracking and evaluating the financial health of the Foundation or any of its subsidiary accounts.

13. Manages annual external audit and 990 preparations including appropriate schedules.

14. Participates in quarterly Foundation Board meetings and subcommittee meetings of the Asset Management Committee as necessary.

15. Monitors grants accounting to ensure Foundation remains in compliance with granting institution.


17. Oversees the preparation of annual stewardship reports for Foundation benefactors.

18. Reviews and approves all journal entries.

19. Reviews and approves all release from restrictions and/or transfers within or between funds.

20. Monitors gift annuities and other Foundation trust accounts to ensure timely payouts and adequate reserve levels.

21. Acts as primary Foundation liaison for banking, investment, auditor, College Finance and insurance relationships.

22. Ensures timely reporting of AITF and Facilities Challenge matching reports to the Department of Education.

23. Tracks Assets Held in Trust by Others, updating financial information annually.

24. Participates in other Foundation activities as requested.

25. Performs related duties as assigned.
**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelor’s degree in accounting, business, finance or a related field from a regionally accredited institution of higher education and at least two years of experience working in the accounting field with a preference for accounting experience in a non-profit environment; or equivalent combination of education and related experience.

- **Supervisory Experience:**
  None.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **Math Ability:**
  Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

- **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstracts and concrete variables. Ability to work formulas, and graphs.

- **Computer Skills:**
  Advanced knowledge of spreadsheet, report writing software, and non-profit accounting software (Financial Edge preferred). Working knowledge College email, and internet software.

- **Certificates and Licenses:**
  Ability to be bonded through the Foundation’s insurance policy.
  A valid Florida driver’s license.

**Responsibility for People and Property:**
Direct supervision of one employee.

Responsible for reviewing all Foundation account submissions to ensure that they are within budget.

Balances cash account monthly and with the approval of the Executive Director, transfers money
between bank or investment accounts as needed. Approximate value of investment account is $45 million.

**Responsibility for Communication:**

- **Internal Contacts:**
  This position has routine contact with College administrators, Department heads and their assistants.

- **External Contacts:**
  This position has routine contact with Members of the Foundation’s Board of Directors, specifically, but not limited to the Chairman of the Board, the Treasurer, the Chair of the Asset Management Committee, members of the Asset Management Committee, the bank and investment company, benefactors, and vendors. This position has frequent contact with the Department of Education, tax attorneys, accountants, and auditors.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is routinely required to talk or hear. The employee is regularly required to sit, and use manual dexterity. The employee is occasionally required to walk, reach with hands and arms, and stoop, kneel, crouch, or crawl, and lift and/or move up to ten pounds. The vision requirements include the need for close, distance, color, peripheral vision, depth perception and the ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and Goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.
4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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