

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: FOUNDATION FUND SPECIALIST

RANGE: 27

SUMMARY DESCRIPTION

Under the direction of the Executive Director of Foundation, perform a variety of technical, programmatic, advanced clerical accounting, and routine staff and analytical duties to support the administration, coordination, and fiscal review of the Southwestern College Foundation's endowed, non-endowed, scholarship, and operational funds; participate in fiscal year budget preparation including preparation of total fund revenue and expenditures; maintain financial database; and perform a variety of complex financial administration and reporting.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Maintain fundraising software system's financial database; enter and manipulate data; create reports; troubleshoot problems and communicate with vendor; review and test new and existing modules to enhance the base software system; recommend new SWC Foundation procedures as a result of on-going software integration. **E**
2. Process and monitor the disbursement of Foundation funds; receive requests for funds; process payment order; prepare check and cover letter; obtain required signatures. **E**
3. Act as liaison with the Financial Aid Office; inform Financial Aid Office of annual scholarship amounts to be awarded by the SWC Foundation in accordance with policy; process scholarship payments; receive and record annual scholarship recipient contact information. **E**
4. Perform a variety of clerical accounting duties in support of the financial activities of the SWC Foundation; make bank deposits; prepare checks for approval and signature in accordance with established procedures; distribute checks and related correspondence; handle cash; process credit card transactions in support of fundraising events; compile and maintain audit-ready files to ensure all documentation is provided in accordance with SWC Foundation regulations and in compliance with state and federal laws. **E**
5. Evaluate year-end encumbrances to determine carry over balances; prepare ending balance projection and analysis for scholarship, operational, endowed, and non-endowed funds. **E**
6. Participate in the collection, compilation, and analysis of information from various sources on a variety of specialized topics related to assigned activities; conduct research and obtain data on assigned topics; participate in the preparation of reports that present and interpret data, identify alternatives, and make and justify recommendations. **E**
7. Create quarterly fund statements that include disbursements, earnings, revenue, and fees for sharing with the Executive Director, SWC Foundation Board, Officers, and Finance Committee, and fund advisors. **E**
8. Ensure the timely preparation of complex financial activity reports as necessary for the Executive Director's review; file, maintain, and distribute appropriate financial reports and claims with various executive staff and fund advisors. **E**
9. Maintain income records; monitor the collection of donations/payments to ensure that revenues and expenditures are properly accounted for and distributed to appropriate funds. **E**

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10. Assist with the independent annual audit; ensure completeness and validity of documentation related to financial transactions; compile necessary paperwork for auditors including paid invoices, contracts, time sheets, requested reports, and other information as required; respond to auditor questions. *E*
11. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Basic operating characteristics of non-profit organizations.
- Principles and procedures of financial record keeping and accounting as applicable to non-profits and foundations.
- Operating characteristics and functionality of specialized software packages used in assigned area including methods and techniques of financial fundraising database management.
- Generally accepted technical accounting principles and practices.
- Basic techniques used in budget preparation and administration.
- Principles and procedures of financial and program audits.
- Technical aspects of field of specialty.
- Basic principles and practices of fiscal and administrative research and report preparation.
- Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Code and other legal requirements related to position.
- District organization, operations, policies, and objectives.
- Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communications skills.

Ability to:

- Perform a variety of technical, program support, administrative, and advanced clerical accounting duties to support the administration, coordination, and fiscal review of the Foundation's endowed, non-endowed, scholarship, and operational funds.
- Understand the organization and operation of the SWC Foundation as necessary to assume assigned responsibilities.
- Process, track, and record fiscal transactions accurately and reconcile accounts.
- Maintain and balance a variety of complex financial records, ledgers, and accounts.
- Prepare a variety of financial statements, reports, and analyses.
- Prepare a variety of clear and concise administrative reports.
- Maintain accurate and complete records and files.
- Audit records and invoices for payment.
- Participate in budget preparation and administration.
- Participate in the development and administration of policies and procedures related to assigned activities.
- Analyze situations accurately and adopt an effective course of action.
- Research, compile, analyze, and interpret data and information and make appropriate recommendations.
- Plan and organize work to meet schedules and deadlines.
- Learn, understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures and apply them with good judgment.

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- Interpret and explain the District's accounting policies and procedures in assigned area.
- Exercise a high level of independent judgment and personal initiative; use sound judgment in recognizing scope of authority.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Enter data at a speed necessary for successful job performance.
- Work independently and effectively in the absence of supervision.
- Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Adapt to changing technologies and learn functionality of new equipment and systems.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school supplemented by two (2) years of college level course work in business administration, public administration, accounting, or a related field; **AND** three (3) years of increasingly responsible technical accounting and financial experience preferably involving fundraising, fund management, and grants in a nonprofit foundation setting. Experience with Blackbaud Financial and Raiser's Edge database highly desirable.

LICENSE OR CERTIFICATE

Valid California driver's license and a safe driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; regular interaction with individuals inside and outside the District; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Occasionally drive a vehicle to travel to other offices and locations.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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Koff & Associates