



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

FOUNDATION BUSINESS MANAGER

A Classified Supervisory Position (Exempt Status)

Grade 180E

A. General Statement

Under general direction of the Foundation Executive Director, this position is responsible for serving as principal liaison for the Executive Director of the Foundation in management of the Foundation's business operations and completion of a wide variety of required reports. This position performs professional, general financial, fund management, and accounting work for the Foundation. This position performs work involved in the maintenance and analysis of general ledger accounts and records, preparation of financial reports including statements of financial position and records of revenues and expenditures, and the communication, monitoring, and analysis of accounting activities. The position sets up and monitors detail accounting records and performs a variety of complex accounting and finance functions within the scope of the position. Public contact is extensive, involving Foundation staff and board members, donors, College department staff, and vendors for the purpose of exchanging technical information concerning the status of various accounts and projects. Consequences of errors in judgment could be costly in employee time, public relations and money. The Foundation Business Manager can direct the work of paraprofessional, clerical and other staff, and student assistants as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with Foundation, College, and District department and staff, outside agencies, vendors, and donors regarding budget, financial records and reports, research, account contributions and expenditures, general ledger, year-end closing, and account balances
2. Participates as an integral member of the Foundation team in representing the Foundation, in service to constituents, in Foundation activities and events, in planning strategically, and more
3. Manages financial data using Financial Edge, Sage MIP or other similar software. Uses a database and a variety of computer software to enter, modify, research, retrieve and format data for financial, statistical and other documentation and reports; plans changes to data records, audits records for accuracy
4. Assures that revenue is accounted for and utilized according to the legal guidelines governing nonprofit organizations

5. Performs weekly or twice monthly check and credit card bank deposits, monthly bank reconciliations, monthly wires to custodial accounts for non-endowed and endowed restricted gifts, weekly check disbursements, including preparation and data entry in fund accounting system, monthly investment activity reconciliation to endowed funds using software for endowed fund management (Fundriver). Reconciles online donations
6. Prepares endowed fund reports as needed. Prepares monthly financial reports including statement of financial position and income statement, prepares the same for Foundation Board meetings
7. Attends and prepares for Foundation Board meetings. Provides reports to Foundation Board on relevant Foundation business and financial items
8. Attends and prepares for quarterly Foundation Investment Advisory Committee meetings. Communicates with Foundation investment managers on issues related to investment performance, estimated and actual annual cash expenditures for scholarship, program, and Foundation operational needs
9. Prepares for, reports on, and executes scholarship and program award allocations and related internal and external correspondence related to such transactions and business
10. Manages budgets and financial functions for various and general Foundation operations and events
11. Identifies needed upgrades to nonprofit accounting software and install and implement needed upgrades. Integration of the accounting software (Financial Edge) and Foundation database (Raiser's Edge). Timely auditing, pushing and posting from database entries for contributions to accounting software
12. Annual audit preparation and assistance including liaising with auditors
13. Directs and coordinates the work of clerical and other staff as it pertains to the accurate and timely entry of information in the Foundation's database
14. Ensures proper organization and upkeep of scholarship and program fund information in the Foundation's files, server, and database. Communicates scholarship and program fund information to relevant parties, primarily the Colleges' Financial Aid offices.
15. Composes correspondence and reports
16. Manages matching gift payment programs
17. Ensures timely payment of invoices to vendors
18. Performs other duties as assigned

C. Requirements

1. Bachelor's degree in accounting, business administration, or a closely related field
2. Successful work experience of increasing responsibility that has included financial analysis and reporting
3. Experience with fund accounting (preferable)
4. Skill in the use of databases, charts, spreadsheets, and a variety of computer software to format, compose, and present accounting data, reports, correspondents, and other documents
5. Extensive public contact experience with people at various levels within an organization who are diverse in their cultures, language groups, and abilities
6. Experience with training and leading the work of others
7. Experience working in a collaborative team environment
8. Experience with research and compiling data for, formatting, preparing statistical, financial, accounting and other reports and records
9. Experience working in a nonprofit environment (preferred)

10. Demonstrated skills in effective written and oral communication, including public speaking and persuasive communication
11. Demonstrated skill in prioritizing workloads, and working independently
12. Demonstrated skill in working as part of a customer service team
13. Possession of a valid California Driver's license (or the ability to obtain one) and the ability to drive a motor vehicle to off-site locations

OR a successful equivalent combination of education and experience

D. Knowledge, Skills & Abilities

1. Knowledge of generally accepted accounting and auditing principles, practices, and procedures, particularly as they apply to nonprofit organizations
2. Knowledge of techniques commonly used in financial and statistical online and manual documentation and record keeping
3. Knowledge of fund accounting, budgetary and financial analysis
4. Knowledge of financial analysis and research procedures
5. Skill in evaluating and monitoring financial systems
6. Skill in respectful, tactful, and sensitive interaction with people who are diverse in their cultures, language, groups, and abilities
7. Skill in the development and use of a variety of spreadsheet and other software to conduct financial analyses and prepare reports
8. Skill in planning, organizing, and coordinating the work of support staff and other staff from various constituencies and levels within an organization
9. Skill in strategically planning, organization, prioritizing, and implementing multiple-tasked projects under deadline pressure and anticipated outcomes
10. Skill in training and leading the work of others
11. Skill in clear oral and written communication
12. Skill in the preparation of financial statements and comprehensive reports
13. Ability to work effectively as a part of a team

E. Physical/Other Requirements

This classification requires accuracy, sitting for long periods, manual dexterity, occasional lifting of office and/or event supplies, multi-level tasking, attention to detail and organization of financial data, listening, individual to large-group communication, good memory, tact, patience, flexibility, creativity, and the ability to drive a motor vehicle to off-site locations in order to perform the essential functions.