

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: FOUNDATION SCHOLARSHIP ACCOUNTING SPECIALIST -
CF FOUNDATION

PAY GRADE: C- 5

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Performs general accounting and bookkeeping work and analysis for the college's Foundation. Coordinates scholarship administration between Foundation and the college, including STEPS scholarships. This work requires managing the overall financial operations of the CF Foundation STEPS scholarship program including planning, organizing, coordinating, and directing the financial and accounting activities of the program.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent required. Associate's degree or higher preferred, preferably in a field related to accounting and bookkeeping.
2. Years of experience in the field: Four or more years of experience in the areas of bookkeeping, scholarship awards, and database principles and protocols.
3. Special skills or abilities related to the position: Positive human relations skills. Knowledge of business English, spelling, and punctuation. Knowledge of accounting practices and principles. Knowledge of the college's procedures relating to the awarding of scholarships and grants. Knowledge of the techniques used in statistical analysis.

Ability to maintain bookkeeping and accounting records. Ability to establish and maintain effective working relationships with donors, co-workers, and students. Ability to perform research relating to accounting records. Ability to track, comprehend and report on scholarship awards.

Ability to work nights and weekends as required.

ESSENTIAL JOB FUNCTIONS:

May be assigned to perform a combination of the following tasks to support specific accounting office functions:

1. Coordinate with the Financial Aid office to assist with the efficient and expeditious award of both endowed and non-endowed scholarships including monitoring the status of student thank you letters.
2. Coordinate with Financial Aid, Enrollment Services, and other areas of the college to establish best practices for an effective process to transition STEPS to CF scholarship recipients from high school to CF to completion.
3. Coordinate the annual development of the STEPS to CF scholarship program and acts as primary Foundation liaison for the scholarship program.
4. Monitor Foundation STEPS to CF scholarship program accounting, budget, and audit controls and makes recommendations as needed.
5. Produce annual reports for the financial status of STEPS to CF program and student outcomes.
6. Respond to donor and student inquiries regarding scholarships.
7. Reconcile scholarship invoices received from college; prepare journal entries and post them to the general ledger.
8. Assist the college Foundation's Chief Executive Officer and Chief Fiscal Officer with the preparation of the annual scholarship allocation report.
9. Research and compile various statistical and financial reports for the Foundation's Chief Executive Officer and Chief Fiscal Officer. Perform evaluations of fiscal projects for the supervisor. Check and distribute accounting reports and assist in other office and accounting activities.
10. Assist the college Foundation's Chief Executive Officer and Chief Fiscal Officer with the preparation of the Foundation's section of the college catalog and the Foundation's annual report.
11. Perform monthly reconciliation of bank statements to the general ledger for Operating, Enterprise, Merchant, and Online Giving bank accounts. Perform transfers of PayPal credit card receipts into the Operating account every month, and quarterly transfers from the Merchant and Online giving accounts. Process corresponding journal entries.
12. Prepare annual endowment activity reports and other endowment reports as requested.
13. Prepare monthly Appleton Museum Endowment and Program financial reports.
14. Process monthly Raiser's Edge recurring payroll deduction batch.
15. Manage STEPS database and perform essential duties including, but not limited to, entering new students, updating records, confirming background checks, and reporting, as part of the overall integrated STEPS process.
16. Produce annual endowment Grids.
17. Coordinate the processing of online donations with Finance and Development for proper posting and acknowledgment.
18. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.)

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 essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to type the prescribed words per minute accurately.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Foundation Office, Ocala Campus

SUPERVISOR OF POSITION: Chief Fiscal Officer – CF Foundation