

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: CHIEF FISCAL OFFICER - FOUNDATION

PAY GRADE: A-15

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To manage the Foundation's fiscal operations, including supervision of staff, assistance with all types of fiscal transactions and to monitor, review and report on the Foundation's fiscal condition to assure that the Foundation's objectives and goals are met efficiently and economically.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Graduation from an accredited four-year college or university with a bachelor degree in accounting or finance required along with Certified Public Accountant (CPA) designation preferred.
2. Years of experience in the field: Five years accounting experience with three years in a supervisory capacity required. Experience should include governmental, not-for-profit or higher education accounting, preferred.
3. Special skills or abilities related to position:
 - a. Knowledge of modern office practices, procedures and equipment and software as applied to accounting systems.
 - b. Knowledge of accounting and expenditure control systems and procedures.
 - c. Ability to plan, organize, supervise and evaluate the work of a group of professional and career service accounting personnel.
 - d. Ability to communicate effectively orally and in writing.
 - e. Ability to prepare financial and statistical reports.
 - f. Ability to establish and maintain effective working relationships with employees at all assignment levels, CF Foundation donors, volunteers, members of the CF Foundation's Board of Directors and the general public.

ESSENTIAL JOB FUNCTIONS:

1. Supervise and participate in the preparation of regular and special financial and statistical statements and reports, including those required during the annual audit.
2. Plan, organize, review, supervise and evaluate the work of the CF Foundation accounting staff engaged in maintaining general ledger, budgetary control accounts and various subsidiary ledgers.

Revised 5-8-13

Revised - 2008-05-07

Reclassification 6-1-05

ESSENTIAL JOB FUNCTIONS (continued):

3. Design and develop accounting forms, controls, systems and procedures to promote more effective and efficient operations with the CF Foundation office.
4. Exercise expenditure controls.
5. Respond to questions regarding situations which raise policy questions which do not follow prescribed patterns and procedures.
6. Provide day-to-day oversight of the Foundation's investments including monitoring performance and distribution of new inflows of cash consistent with maintaining the target asset allocation percentages set forth in the Foundation's Investment Policy.
7. Supervise recordkeeping for gift entry, accounts payable, pledges receivable, collections, endowed chair and scholarship expenditures, State Board of Community Colleges match programs, revenues and expenditures from various fund raising events and rental income properties.
8. Assist with annual preparation of the CF Foundation operations budget.
9. Prepare responses to both the College's and the Foundation's auditors' questions.
10. Supervise maintenance of the Foundation's fixed asset schedule.
11. Coordinate the preparation of profit and loss reports for all fund raising and special events.
12. Assist with other duties as assigned by supervisor.

(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 marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to communicate both orally and in writing

ENVIRONMENTAL CONDITIONS:

- Work inside in an office environment

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

PRIMARY LOCATION OF JOB: Building 42, Room 202, Ocala Campus

SUPERVISOR OF POSITION: Vice President Institutional Advancement