

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: FOUNDATION SCHOLARSHIP ACCOUNTING SPECIALIST

PAY GRADE: C- 8

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Performs advanced 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 fiscal 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 the first choice for quality higher education in our community." 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 degree or higher preferred, preferably in a field related to accounting and bookkeeping.
2. Years of experience in field: Four or more years of experience in the areas of bookkeeping, scholarship awarding and database principals and protocols.
3. Special skills or abilities related to 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 complex 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 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. Coordinates the annual development of the STEPS to CF scholarship program and acts as primary Foundation liaison for the scholarship program.
4. Monitors Foundation STEPS to CF scholarship program accounting, budget an audit controls and makes recommendations as needed.
5. Produce annual reports for financial status of STEPS to CF program and student outcomes.
6. Respond to donor and student inquiries regarding scholarships.
7. Reconcile scholarship invoice received from college; prepare journal entry and post to general ledger.
8. Assist College Foundation's Vice President and Chief Fiscal Officer with preparation of annual scholarship allocation report.
9. Research and compile various statistical and financial reports for the Foundation's Chief Fiscal Officer and Executive Director. Perform evaluations of fiscal projects for the supervisor. Check and distribute accounting reports and assist in other office and accounting activities.
10. Assist College Foundation's Vice President and Chief Fiscal Officer with preparation of the Foundation's section of the College catalog and the Foundation's annual report.
11. Perform monthly reconciliation of bank statements to general ledger for Operating, Enterprise, Merchant and Online Giving bank accounts. Perform transfers of PayPal credit card receipts into Operating account on a monthly basis, and quarterly transfers from the Merchant and Online giving accounts. Process corresponding journal entries.
12. Post donors' gifts to development software.
13. Prepare endowment activity reports for specific endowments as requested.
14. Prepare monthly Appleton Museum Endowment and Program financial report.
15. Monitor Endowed Chair/Grant budgets.
16. Process monthly Raiser's Edge recurring Payroll Deduction batch.
17. Provide training and guidance to the Accounting Specialist III and Database Manager in Raiser's Edge software.
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.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to type the prescribed words per minute accurately.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to access input and retrieve information from a computer.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

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

PRIMARY LOCATION OF JOB: Building 42 (Enterprise Center), Ocala

SUPERVISOR OF POSITION: Chief Fiscal Officer - Foundation