

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

FOUNDATION SPECIALIST

Range 19

BASIC FUNCTION:

Under the supervision of the Executive Director, Foundation, performs comprehensive accounting work, financial analysis, and reporting as well as specialized logistical and technical functions in support of Foundation programs and budgets; maintains complete responsibility for constituent management and revenue processing for the department; and performs other related duties as may be assigned.

REPRESENTATIVE DUTIES:

- Performs a variety of advanced technical accounting work in the preparation, maintenance and review of financial records, statements, accounts, and reports for the Foundation Executive & Finance Committee and Foundation Board; ensures compliance with established District and Foundation policies, procedures, governmental regulations, and GAAP and GASB. (E)
- Records, assembles, tabulates, and reconciles financial and statistical data; reconciles and balances accounts; researches and resolves discrepancies. (E)
- Prepares monthly, quarterly, and annual financial summaries, technical reports, and closing procedures, encompassing board reports and worksheets for annual audit. (E)
- Prepares yearly and as-requested fund balance reports for endowment, program, and scholarship Foundation account holders. Communicates with account holders to review accounts and answer questions. (E)
- Audits documentation for requests for payment from Foundation fund managers and vendors. Ensures adherence to the Foundation's internal policies and procedures as well as the District's policies and procedures. (E)
- Assists with the development, maintenance, and coordination of annual budget. Monitors all budget activities, ensuring that expenditures do not exceed the established budget. (E)
- Oversees the administration of the foundation's endowment, program, and scholarship portfolios. (E)
- Prepares, plans, and executes Foundation events including facility accommodations, invitation, letters of solicitation, event programs and presentation. (E)
- Serves as liaison between endowment, program, and scholarship donors and the Foundation; maintains ongoing interactions with current and potential donors and work with donors to establish funding criteria. Explains and interpret compliance and guideline requirements to potential donors. (E)
- Advises students on scholarship opportunities, requirements, and procedures. Plans, organizes, and presents at college outreach events; provides technical information and assistance regarding the scholarship program to individuals and large audiences. (E)
- Evaluates eligibility for scholarships based on predetermined criteria; verify student information such as grade point average, units completed, major, and enrollment. (E)
- Maintains and updates information in the online scholarship management and application program; train students to use the program; run associated reports; serve as the primary account administrator and report technical issues. (E)
- Collaborates with Financial & Fiscal Services for review and compliance.
- Maintains and organizes a variety of records, logs and files including donor information of a confidential nature.
- Attends a variety of meetings and functions.

- Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Associates degree, and three years of responsible accounting or reconciliation experience and varied administrative or non-profit organization experience.

KNOWLEDGE OF:

- Terminology and practices of financial and account document processing and record keeping and general accounting practices and procedures.
- Applicable Federal, State, and local laws, regulatory codes, as well as 501(c)(3) law and regulations.
- Principles and practices of data collection and report preparation.
- Interpersonal skills using tact, patience and courtesy.
- Business arithmetic, statistical and basic financial techniques. Financial and statistical record keeping principles and procedures.
- Telephone techniques and etiquette.
- Public relations techniques.
- Modern office procedures, methods and equipment including computers and financial software applications such as Microsoft Office (Word, Excel) and QuickBooks.
- English usage, spelling, punctuation and grammar.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

ABILITY TO:

- Perform detailed and complex account and financial office support work accurately, in a timely manner, using independent judgement and initiative.
- Train and provide work direction and guidance to others as needed.
- Respond to and effectively prioritize multiple phone calls and other requests for service. Interpret, apply, and explain applicable policies and procedures.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer to perform assigned work accurately.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs, 10-key by touch, copier/scanner and printer.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Make appropriate arrangements for meetings, activities and events.
- Communicate clearly and concisely, both orally and in writing.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS: Deans, Directors, managers, co-workers, other departmental staff, students, outside

agencies, and the general public.

PHYSICAL EFFORT:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Lifting light objects.
- Reaching to file and retrieve records.
- Ability to travel to a variety of locations on and off campus to conduct Foundation business.

WORKING CONDITIONS:

- Busy office environment
- Constant interruptions
- Usual assignments are worked during regular office hours with occasional evening/weekend hours.