



Mission: *Champion Pima Community College by cultivating relationships for lasting positive impact*

Vision: *A thriving community transformed by Pima Community College*

Purpose: *Advocate for Transformational Philanthropy*

Pima Community College Foundation (“Foundation”) employs a dynamic team responsible for:

- Building relationships with a broad range of constituency groups
- Cultivating a variety of philanthropic gifts that benefit Pima Community College (“College”)
- Managing investments held by the Foundation for distribution to the College
- Stewarding donors through a “moves management” process
- Recognizing donor contributions
- Coordinating events that promote the mission of the Foundation and support the Chancellor’s vision
- Actively engaging with the community to showcase the Foundation and the College

We seek team members who are:

- Committed to our mission, vision and purpose
- Able to work effectively both as part of a team and autonomously
- Capable of maintaining confidentiality at the highest level
- Ethical decision-makers
- Collaborative
- Willing to challenge the status quo and offer suggestions to improve how business is conducted
- Dedicated to making a positive difference for the greater Tucson community

Supporting the students, faculty and programs at Pima Community College, Pima Foundation has been the philanthropic partner of the College for over 44 years. Managed by a volunteer board of directors, Pima Foundation holds investment assets of approximately \$12.6MM. Currently, the Foundation is responsible for over 100 endowed funds and 200 general funds. A recent challenge grant to the Foundation is underway with the goal of raising \$10MM to achieve an additional \$5MM in matching funds, making Pima Foundation an exciting, dynamic place to work.

The selected candidate must successfully complete criminal history and credit checks relevant to their intended position in order to become an employee of the Foundation. If employed, Foundation employees are expected to abide by federal, state and local laws in both their professional and personal endeavors.

Pima Community College Foundation is an equal opportunity employer. The Foundation values diversity and seeks talented and qualified employees from a variety of backgrounds who are willing to contribute to its mission and capable of fulfilling their duties. The Foundation does not discriminate on the basis of age, race, color, religion, sex (including gender identity, sexual orientation and pregnancy), veteran status, national origin or disability.

TO APPLY: Please submit to Saby@PimaFoundation.org 1) a letter detailing your interest and manner in which you will contribute to the team; 2) your resume; and 3) a list of three professional references and their contact information. Applicant review to begin Monday, May 24; position open until filled.

Position Title: Accountant

Reports to: President & C.E.O.

Status: 30 hours per week; Exempt

Position Summary: The Accountant is responsible for the effective collection, recording, analysis and reporting of financial data in support of the collective efforts of the Foundation.

Essential Duties & Responsibilities: Manages accounting functions in financial management system to support the Foundation team with the goal of providing current, consistent and accurate information. There are currently two main areas that comprise this role in the Foundation –

1. Accounting / Fiscal Integrity 2. Reporting

Accounting / Fiscal Integrity:

- Employs ethical accounting practices and abides by Pima Foundation policies and procedures
- Assists Foundation President in:
 - Creating and monitoring annual budget
 - Recommending updates to Chart of Accounts in concert with Director of Operations and Systems Administrator
- With the Director of Operations and System Administrator, creates and implements Standard Operating Procedures for accounting and ensures all entries conform to these procedures
- Collaborates with System Administrator to:
 - Develop consistent financial reports
 - Create RE dashboards that are up-to-date and easily understandable
 - Suggest new applications and or / plug-ins to simplify work-flow and project management
- In support of Donor & Alumni Relations Specialist, provides data for communication to donors
 - Scholarship letters
 - Endowment fund update letters
- Manages financial system to accurately reflect accounting transactions while maintaining the accuracy and integrity of financial data in Financial Edge (FE) including:
 - Load approved budget
 - Donor contributions (deferred revenue / pledges; in-kind donations; planned gifts; etc.)
 - Gift management fees, if applicable
 - Monthly and quarterly endowment allocations
 - Process payroll and benefits
 - Prepare transfer requests
 - Accounts payable (paid via checks, ACH's, pre-paid expenses or credit card)
 - Sponsorships, event registrations / tickets and merchandise purchases
 - Accounts receivable
 - Journal entries
 - Annual spending authority and gift management fee expenditures
 - Grants management
 - “Soft close” books as appropriate
- Responsible for monitoring and reconciling on a monthly basis:

- Investment funds
- Donor software with accounting software
 - Ensures that gifts are properly entered and accurately posted in financial management system and reconciled to donor management system (FE & RE)
- Bank balances (checking, savings and credit cards)
- Works closely with Foundation Team to:
 - Troubleshoot problems
 - Run quality control checks against data
 - Resolve mistakes on a regular basis

Reporting:

- Runs reports to document financial health of organization for the President, Board Treasurer (Finance Committee Chair) and provides same to Board of Directors
 - Balance Sheet
 - Profit & Loss
 - Cash flow
 - Budget v Actuals
 - 12 quarter rolling average on endowed funds to determine annual spending authority and gift management fee
 - Other reports as requested by leadership or recommended by Director of Finance
- Participates in Finance Committee meetings, documenting activity of the body
- Collaborates with team members to build accurate cost projections over a rolling, three-year time horizon
- Provides accurate lists and statistical reports in support of the Foundation's strategic objectives
- Assists with predictive modeling for cash flow
- IRS reporting (taxes on merchandise sales, 1099's, W-2's, W-9's, in-kind paperwork requirements, etc.)
- Coordinates annual Audit to ensure clean and timely audit submission, including net asset reconciliation
- Supports 990 preparation following audit
- Utilizes Blackbaud "learn everything" modules to keep up-to-date on system features
- Effectively troubleshoots system problems and reporting issues

General Office Duties:

- Assists in setting quarterly Foundation goals and supports all team members in working to attain both collective and individual goals
- Manages finance projects as prioritized by supervisor
- Provides additional administrative support as needed and / or when requested by supervisor
- Coordinates materials for Foundation Team, Finance Committee and Board meetings
- Contributes to a Team Environment and Collaborative Culture:
 - Attends team meetings and retreats and contributes thoughtfully to conversations
 - Leads by example in a professional and positive manner
 - Asks questions to clarify expectations
 - Takes calculated risks
 - Performs other related duties as assigned including tasks outside the normal scope of the position, e.g. covering for an absent colleague

Minimum Qualifications:

Required:

- Associate degree in accounting and equivalent experience or Bachelor's degree in accounting or finance
- Minimum of 3 years of successful experience as an accountant including:
 - Knowledge of endowment allocation process
 - Strong nonprofit / fund accounting background
 - Familiar with net asset reconciliation
 - Ability to retrieve reports
- Advanced Microsoft Office Skills, particularly Word and Excel (i.e. pivot tables)
- Dedicated to donor confidentiality with a strong knowledge of financial ethics
- Demonstrated personal commitment to civic engagement and social justice
- Proven problem-solving skills and careful attention to detail
- Excellent verbal and written communication skills, including proofreading and editing abilities
- Demonstrated ability to maintain an effective customer service orientation

Preferred:

- Experience managing financial data in a nonprofit environment
- Experience with Blackbaud products, particularly Financial Edge (accounting software) and Raiser's Edge (fund raising software)
- Bilingual speaker

Work Hours / Location:

- Pima Foundation Office – 4905C E Broadway #252 (PCC District Office Complex)
- Remote work may be a possibility
- Early morning, evening and / or weekend hours may be required on occasion
- Local and / or out-of-town travel may be required periodically

Annual Salary:

- \$45,000 per year (30 hours per week)
- Performance bonus pool opportunity available

Benefits Available:

- Health and dental insurance
- Long- & short-term disability coverage
- Life insurance
- Retirement – Simple IRA (maximum 3% employer match)
- Cell phone reimbursement
- Mileage reimbursement
- Generous paid holidays, paid time-off and sick-time accrual

Position descriptions will be reviewed for accuracy on a regular basis. The Foundation reserves the right to make changes to position descriptions as necessary to maintain effective operations.