



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

- POSITION:** Assistant Director, Finance - CCRI Foundation
- LOCATION:** Office of Institutional Advancement
- REPORTS TO:** AVP for Institutional Advancement and College Relations
- GRADE:** BOE 13
- WORK SCHEDULE:** 35 hours per week; non-standard
- SUPERVISION:** May supervise professional and student workers, including providing instruction for tasks and reviewing work for accuracy.

CCRI Mission:

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs. We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

BASIC FUNCTION:

Supervise, coordinate, advise, administer and control budgets and expenditures for the CCRI Foundation, which is a 501(c) 3 not-for-profit organization. Analyze trends, develop statistical models and formulate projections for various budget components. Provide analytical counsel and support for special projects to Senior Management. Responsible for all financial and accounting functions of the Foundation and private funding sources. Coordinate business procedures and accounting policies, and oversee their implementation by all departments that use Foundation funds. Maintain financial and fiscal integrity. Interface with the CCRI Foundation Trustees, Alumni Association, Foundation Finance and Investment Committee, and the Alumni Association Finance Committee, and assist in setting and implementing policies in accordance with the generally accepted accounting policies. Coordinate and interact with the Controller's office, Bank, endowment management firms, auditor and other College partners at CCRI on various issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Financial Reporting and Analysis

- Responsible for the compilation, analysis and presentation of statistical and financial reports to the Associate Vice President for Institutional Advancement, CCRI Foundation Trustees and Alumni Association and its finance committees and departments using Foundation funds.
- Responsible for the development, documentation, coordination, supervision and maintenance of the internal accounting and audit control systems.
- Monitor and supervise all financial and accounting functions for all departments using Foundation funds. Analyze Foundation accounts and team budget for accuracy and cost control.
- Coordinate budget requests from director and departments that use Foundation funds and assist AVP and Trustees with determination and preparation of budgets.
- Compile, maintain, review and revise monthly and annual reports for Senior Management, conducting daily and monthly reconciliations, and prepare schedules, P&L and portfolio summary reports.
- Supervise, maintain and control Foundation accounting system (Banner), managing deposits or revenue and donations to appropriate accounts. Verify and review data entered into the accounting system. Review accounting system needs, and recommend changes to improve reporting needs.
- Coordinate and review investment portfolio and endowment, overseeing short and long term investments, regularly tracking and reporting investment activities, accounts receivable and payable, banking fees and credit card usage; responsible for supervising cash disbursements, payroll and recording of cash; maintain savings, checking, sweep and investment accounts; coordinate the transfer of stocks donated to the Foundation.
- Manage the administration of the Foundation as assigned
- Must stay abreast of and adhere to College, federal and state compliance guidelines, IRS regulations and non-profit financial guidelines.

Collaboration and Communication with Foundation Stakeholders

- Coordinate submission of 1099 and 990 and the annual audit and maintain contact with external auditors; prepare all account analyses and schedules needed by the auditors.
- Maintain a high level of understanding of current development, able to communicate finance matters in layperson terms with team and Trustees in the assigned areas of responsibility and anticipate future needs; maintain a high level of understanding of financial, accounting and compliance policies and practices as they relate to budget, revenue, expense and non—budgeted accounting activity in a fundraising office.

OTHER DUTIES AND RESPONSIBILITIES:

Foundation Fundraising Support

- Act as a liaison with the Trustee committees. Develop agendas with the AVP, attend meetings and take minutes.
- Provide monthly review of on department financial results and weekly Fundraising-to-date report for Foundation staff and college leadership.

Office of Institutional Advancement Department Leadership

- Supervise and leverage other staff in collection of accounts receivable, cash deposits, credit card deposits, accounts payable, inventory control, and other department functions.
- Interact with other CCRI offices on scholarships, budget and financial issues.
- Represent Foundation office in business-related activities within the College and, as appropriate, with outside agencies.

Other

- Develop and implement improvements to current systems of internal controls.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; knowledge of various software which may include Microsoft Excel, Microsoft Word, donor databases required (Raiser's Edge current vendor), payroll processing, Banner and budgeting and reporting tools. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

*** This position is limited to June 30th with the possibility of extension after review.**

QUALIFICATIONS:

Required:

1. Bachelor's degree in business administration, with a concentration in accounting or finance;
2. Minimum of five years of progressively professional-level experience in financial reporting and financial analysis;
3. Demonstrated technical accounting proficiency in the preparation and presentation of comprehensive financial statements;
4. Demonstrated significant progressive experience in financial analysis and management reporting;
5. Demonstrated understanding of, and experience in, applying accounting standards (FASB/GASB/GAAP) and Foundation endowments (UPMIFA);
6. Demonstrated experience in the administration of a complex budget and investments;
7. Demonstrated high computer efficiency and strong information management skills;
8. Demonstrated ability to organize details accurately and to effectively plan, communicate, and oversee work on a variety of fiscal projects; demonstrated strong analytical skills;

9. Demonstrated ability to organize large amounts of data, undertake new initiatives, and work in an entrepreneurial and fast-paced environment with complex policies and procedures;
10. Demonstrated familiarity with federal and state financial and personnel regulations and guidelines;
11. Demonstrated knowledge or experience with not-for-profits;
12. Demonstrated excellent supervisory experience in a business office environment, with demonstrated ability to effectively organize and coordinate team members;
13. Demonstrated strong interpersonal skills and ability to work with a diverse population;
14. Demonstrated strong oral and writing skills;
15. Demonstrated ability to organize and coordinate complex management tasks in a fast-paced deadline-driven environment; ability to communicate Foundation policies and procedures to departments using Foundation funds;
16. Demonstrated experience in organizing meetings;
17. Ability to prepare and present detailed information concerning the financial status of the Foundation to the AVP, Trustees and other senior leaders.
18. Excellent organizational, planning and time management skills required.
19. A high degree of attention to detail and accuracy of work required.
20. Experience in and ability to present financial information in layperson's terms required.
21. Ability to exercise good judgment is required.
22. Must be self-directed and able to work independently under pressure of deadlines.

Preferred:

1. CPA and/or MBA;
2. Demonstrated working knowledge of accounting and information management systems, and of Microsoft Office Suite, SAGE, PeopleSoft, and payroll processing software.

CCRI is an Equal Opportunity / Affirmative Action Employer.

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Associate Vice President of Institutional Equity & Human Resources, Elizabeth Canning, ecanning@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here: <http://www.ccri.edu/campuspolice/clery/report/>