



## Job Description

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|--------------------|---------------------------|---------------|--------|
| <b>Job Title:</b>  | AVP Foundation Finance    | <b>Grade:</b> | P      |
| <b>Department:</b> | Institutional Advancement | <b>FLSA:</b>  | Exempt |

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*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

Plans and manages the financial activities and reporting for the CPCC Foundation. Serves as the primary financial officer for the Foundation and oversees the effectiveness and efficiency of the Foundation's financial resources. With directions from the Foundation's Board of Directors and CPCC's executive management, sets strategic goals, analyze results and recommend improvements for the Foundation's financial plans and budgets.

### **Characteristic Duties and Responsibilities:**

1. Oversees the reconciliation of asset accounts, revenues, donations and disbursements; reviews financial reports to ensure proper reporting and compliance with laws, regulations and accepted accounting standards.
2. Administers disbursements in accordance with fund restrictions, donor's instructions and Foundation's objectives.
3. Prepares and presents periodic financial reports to the Foundation's Board of Directors and CPCC's executives; responds to inquiries and ensures reports meet all audit requirements.
4. Manages relationships with financial institutions for financial operational activities and investments; manages the receipts of securities, cash position and gift pledges; performs due diligence to safeguard and improve the Foundation's financial position and resources.
5. Works closely with auditors to complete annual audit and tax return filing; ensures Foundation's accounting practices are in compliance with tax laws, IRS regulations and accepted accounting standards.
6. Hires, trains, and supervises assigned support staff. Provides direction and guidance in setting goals and objectives.
7. Drafts, revises and monitors the Foundation's annual budget as directed by the Foundation's Board of Directors and CPCC's executive management.
8. Keeps the Foundation's Board of Directors and CPCC's executive management abreast of issues and concerns by participating in Board meetings and preparing reports, including but not limited to changes in laws and regulations, and accounting practices.
9. Designs, implements and sustains an investment plan for the Foundation's financial resources; analyzes results and suggests improvements.
10. Works closely with the Associate Vice President for Institutional Advancement and his/her staff to administers scholarships, fellowships and other financial awards; develops policies and strategies for effectiveness and efficiency and address deficiencies or problems.
11. Oversees the external audit of the Services Corporation.
12. Oversees the external investment relationships including Mangham Associates and SunTrust Bank.

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The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

September 2013



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13. Manages internal grants and gift administration.
14. Manages the relationship between foundation and the Finance committee of the Foundation's Board of Directors.
15. Oversees the Foundation's operations when the Vice President is absent.
16. Performs other duties as assigned.

### **Reporting Relationships:**

**Direction Received:** Reports to the Vice President Institutional Advancement  
**Direction Given:** Provides direction and supervision to assigned accounting support staff

### **Minimum Requirements:**

Bachelor's Degree from a regionally accredited institution in Business Administration or related field with a concentration in Finance or Accounting paired with six years of increasingly responsible work experience as an accountant in financial management

### **Preferred Qualifications:**

Experience in the non-profit sector, marketable securities and investment fund accounting  
MBA from a regionally accredited institution or CPA

### **Knowledge, Skills, Abilities and Worker Characteristics:**

- In-depth knowledge of general accounting and fund accounting principles
- Ability to apply accounting knowledge in work assignments
- Ability to produce accurate financial statements and reports
- Knowledge of internal control practices
- Knowledge of budgeting and purchasing principles and practices
- Understanding of investment strategies and investment management
- Thorough knowledge of IRS regulations and laws applicable to tax-exempt and non-profit organizations
- Ability to develop financial projections and budgets
- Ability to make presentation of financial concepts and reports
- Excellent interpersonal and communication skills
- Strong computer skills, specifically with Microsoft Excel and Access



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### **Working Conditions:**

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus, to other campuses, locally or out-of-town to attend meetings and conferences; frequently listening to and talking with executives, or staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse