Job Description

Job Title:	Director, Scholarship and Program Funds and Accounting Support Services	**Grade:**	M
Department:	Institutional Advancement	**FLSA:**	Exempt

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:

To support the accounting and reporting responsibilities for the Foundation, to prepare Scholarship budgets for the College, to assist the College in identifying students for Foundation Scholarships and to ensure that the students identified are awarded the Scholarships, to monitor Program funds held by the Foundation on behalf of the College, to report Program funds available to appropriate College personnel and to assist College personnel in requesting the funds for use.

Characteristic Duties and Responsibilities:

1. Identifies and awards students for scholarships.
2. Forms and oversees numerous Scholarship Sub-committees with Associate Deans and/or Division Directors in an effort to identify potential scholarship recipients.
3. Implements (with Grants & Contracts Accounting) a new process for the College to request and utilize program funds held by the Foundation on behalf of the College.
4. Compiles, analyzes, and summarizes financial information; prepares periodic financial reports.
5. Develops and maintains financial system training materials.
6. Works with budget officers on budget revisions and reporting.
7. Coordinates training with Deans and their support staff on the use of the Datatel system, including but not limited to generating reports on expenditures in one-on-one and group environments.
8. Advises division and departments on accounting policies and procedures; answers inquiries to complex financial issues.
9. Leads and coordinates with other financial staff on the compilation of annual financial statements and assists with year-end and budget preparation processes.
10. Serves as a liaison between users of the administrative information system and the Learning Unit staff.
11. Researches and resolves problems and discrepancies with the budgets; prepares and researches reallocations for payroll.
12. Works on projects and performs other duties as assigned.

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.

Job Description

Job Title:	Director, Scholarship and Program Funds and Accounting Support Services	**Grade:**	M
Department:	Institutional Advancement	**FLSA:**	Exempt

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.

Reporting Relationships:

Direction Received: Reports to Executive Director Foundation Finance

Direction Given: No authority or responsibility for the supervision of other employees, for project direction and/or program administration

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in Accounting, Finance or a related field and 2 to 4 years of experience with progressively increasing responsibilities.

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge and ability to apply accounting principles
Knowledge of Fund Accounting
Ability to make complex journal entries, produce financial statements from trial balance, and draft financial projections and budgets
Ability to present financial concepts, reports and information to management
Knowledge and compliance of internal controls
Ability to learn, understand and use the college's administrative information system (Datatel Colleague)
Proficiency with Microsoft Office Suite
Good interpersonal skills and ability to communicate effectively with all levels of personnel across the college and with professional partners outside of the college

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 or to other campuses; frequently listening to and talking with faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse

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.