



## Accounting Manager Clark College Foundation Vancouver, Washington

The Accounting Manager will be an individual who is personable, professional, energetic, resourceful, and thrives in a complex, fast-paced work environment. We value philanthropy, integrity, innovation, stewardship, service, diversity and teamwork. This is a regular, full-time non-exempt position. They will be dedicated to our mission of **inspiring the joy of philanthropy in support of student success and program excellence at Clark College.**

Clark College Foundation (CCF) offers a positive, team-oriented work environment and a competitive compensation package with excellent benefits including medical, dental and vision insurance, and an employer-matched 403(b) retirement savings plan. We encourage and support the professional development of our employees, and strive to promote from within when mutually beneficial.

Clark College Foundation is committed to promoting a culture that is open, safe and respectful for all employees. We believe that diversity in experience, background and perspective enriches the work we do. It is our goal to challenge systems of power, privilege and inequity by providing our employees with diversity education and training, and through employee recruitment and retention.

Founded in 1973, Clark College Foundation is an independent, self-governed nonprofit that assists Clark College through philanthropy. Our efforts, in concert with our generous benefactors, serve to improve educational opportunities and consequently, the quality of life and economic success of our community. Since its inception, the foundation has directed \$73 million to support programs, facilities and services at Clark.

We are recognized nationally for our excellence in fundraising. In 2019, the Council for Advancement in Support of Education (CASE) selected CCF for its Educational Fundraising Award. Our CEO is one of the leading fundraising executives in the country as the 2018 recipient of the CASE National Commonfund Award for Leadership for Institutionally Related Foundations. Moreover, CCF's communications efforts have won numerous top accolades from CASE and the Oregon chapter of the Public Relations Society of America.

### **General Position Summary:**

This position reports directly to the Controller. It collaborates with the Administrative Assistant and Chief Financial Officer and plays a critical role in the smooth functioning of CCF's accounting. The position requires a detail-oriented person who is comfortable working in a fast-paced office environment, exceptional communication skills and someone who is dedicated to completing projects on time. The range of duties includes vendor oversight such as coding and processing payment of invoices, as well as maintaining W-9 documentation and 1099 distribution. It also includes entering and posting daily cash deposits, in-kind gifts and gift adjustments; and processing monthly project reports; and emailing to respective college staff and/or faculty. The individual will have strong accounting skills and knowledge and will build effective relationships with foundation and college employees.

**Accounting Responsibilities:**

- Responsible for accurate and timely accounts payable processing. Assess appropriateness of billings, verify general ledger coding is correct and ensure payment is on time.
- Assist with maintaining proper W-9 documentation on all current vendors. Identify outdated vendors and update accordingly. Create and process 1099 forms.
- Enter and post daily cash deposits, in-kind gifts and gift adjustments.
- Process college billing invoices. Assess appropriateness of billings, coding of charges and ensure payment is on time.
- Process monthly project reports and email to appropriate college staff and/or faculty.
- Assist Controller with budget-to-actual reports for foundation staff.
- Assist Controller and CFO with annual audit preparation.
- Update monthly trust financials. Record interest gains/losses, fees, distributions, dividends and short and long-term gains. Prepare annual reports for tax reporting purposes.
- Assist Controller with monitoring cash balances, reporting cash needs to CFO.
- Reconcile college grants and report findings with Controller. Work with the foundation grant writer to provide a budget for applications and final reports.
- Create and mail unclaimed property letters and process unclaimed property forms.
- Assist in assessing the effectiveness of internal controls related to accounting and other foundation activities. Implement changes as deemed necessary by the Controller and CFO.
- Assist the Controller and CFO with special projects.
- Manage end-of-year file maintenance for accounts payable, journal entries, deposit sheets, and bank statements.

**Other Responsibilities:**

- Back-up Administrative Assistant with phone coverage and front desk support.
- Provide back-up support for the Director of Scholarships.
- Working with a committee to update and maintain a records retention policy.
- Ensure records are maintained and archived or destroyed in accordance with the foundation's records retention policy.
- Track and administer paid-time-off reports (vacation, sick and personal day balances).

**Job Scope:**

Position encounters recurring work situations that occasionally vary from the norm but involve a moderate to a high degree of complexity. Complexity is due to completing workload demands, the need to meet deadlines and cope with interruptions, lack of private space, unusual asset recording, rapid organizational growth and difficult accounting applications. Position assists in determining own practices and procedures and operates independently with minimal supervision.

**Specific Job Skills:**

Good oral and written communication skills and interpersonal skills. Ability to switch tasks and function efficiently in a fast-paced environment. Capable of accurately completing detail-oriented work. Working knowledge and ability to use general office software programs. Ability to operate standard office equipment. Thorough knowledge of accounting principles and practices. Ability to take a global perspective on an issue. Ability to predict the impact of certain actions on other financial aspects of the foundation.

Clark College Foundation offers a positive, team-oriented work environment with competitive compensation including excellent benefits. Successful completion of a reference check and background check will be required as part of our hiring process.

**Application Process:**

For consideration, please email the following to [foundation@supportclark.org](mailto:foundation@supportclark.org) with the subject line **Accounting Manager**. A single file in PDF format is preferred.

- Résumé
- Detailed one-page letter discussing why you are interested in and uniquely qualified for this important role
- Names and contact information of three professional references (including at least two immediate supervisors)
- Compensation expectations

We are proud to be an Equal Opportunity Employer. We strive to employ individuals who possess the skills necessary to effectively serve an increasingly diverse population. Our effort is to create a culture that challenges power, privilege and inequity.