

## Colorado Mountain College Position Description

Title: Foundation Accountant  
FLSA Classification: Exempt  
Hiring Salary Range: \$71,028.98 - \$78,921.09

### Primary Responsibility

Under the direction of the VP for Advancement/CEO of the Colorado Mountain Foundation, this position provides technical budget and accounting expertise, endowment and cash management, and financial analysis for the CMC Foundation, which holds \$28 million in assets. This position coordinates with the external audit firm in preparation and completion of the annual audit for the Foundation. This position works closely with the Foundation's Audit and Finance & Investment Committees. This position monitors and analyzes the financial position of the Foundation in conjunction with the VP for Advancement/CEO of the Colorado Mountain College Foundation. Additionally, this critical Foundation team member regularly works in close partnership with the college's business office, campus budget managers and Foundation staff to track general ledger account balances and ensure timely distribution of Foundation funds for the benefit of Colorado Mountain College and its students.

### Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position. Examples may include a Bachelor's degree in Accounting, Finance or related field and five years accounting experience or equivalent education and experience that will provide the necessary knowledge, skill and abilities to perform the functions of the position.

Licensed Certified Public Accountant (CPA) preferred.

Special Skills or abilities related to position: in-depth understanding of generally accepted accounting principles (GAAP) with additional understanding and experience specific to Not-For-Profit Financial Reporting standards under Financial Accounting Standards Board (FASB) required. Advanced Excel skills required. Financial Edge accounting software or similar program and Auditing experience preferred.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

### Essential Duties

1. Daily, use designated software to record, store, maintain, analyze, and manage the Foundation's financial revenues and expenditures, budget, program and investment accounts, and accounts payable. Responsible for journal entries, general ledger tracking and analysis; account reconciliations and demonstrating consistent application of accounting policies, procedures, and new laws/requirements.
2. Conduct bi-weekly (or more often as needed) accounts payable, cash and investment management activities; initiate check runs, and the transfer of funds between cash and/or investment accounts in accordance with the Foundation policy. Manage banking, investments, cash flows and credit card (P-Card) reconciliations.
3. Reconcile all general ledger accounts by project, on a monthly basis (or more frequently as appropriate), inclusive of initiating disbursements to the college.
4. Serve as a resource to Foundation and college employees by providing accurate, complete, and up-to-date fund balance information, in a courteous, efficient, and timely manner.
5. Reconcile Donor Perfect and Bank Accounts with Foundation Accounts Manager monthly to ensure database entries, Gift Ledger balances and Financial Edge alignment.
6. Prepare monthly unaudited and annual audited financial statements and notes and trackers. Analyze quarterly financial statements and identify concerns and opportunities.
7. Prepare, compile, and analyze quarterly (or as requested) financial statements for the Finance & Investment committee, Foundation Board of Directors, CEO, and Board of Trustee reports. Coordinate and prepare minutes of meetings of the Finance & Investment and Audit committees.
8. Partner with CEO and Director of Development to plan, develop, prepare, present, and manage the Foundation budget. Maintain an expert level of understanding of the budget, and help others navigate it consistently on all levels; inclusive of the presentation of comprehensive quarterly updates to Foundation staff, and accurate and timely tracking of expenses by budget line-item.
9. Track endowment balances and distributable earnings on a quarterly basis; provide fundraising team with annual donor endowment reports for distribution.
10. Manage the annual audit and Form 990 preparation including work schedules, coordination and fulfillment of auditor and Foundation Audit Committee requests; tie out final audited financial statements to general ledger. Monitor and reconcile accounts, prepare audit confirmations, and work papers. Provide aggregation of the annual 1099's information for 1099 preparation by external accountant.
11. Maintenance of proper internal accounting controls, as guided by Foundation policies, including development of new procedures as necessary and monitoring compliance with such.
12. Recommends changes for efficiency and troubleshoots issues as they arise.
13. Other duties as assigned.

#### Supervision Received

Under the supervision of the Vice President for Advancement & Foundation CEO, this position requires minimal supervision and only requires guidance of critical projects.

#### Supervisory Responsibility

This position serves as a lead to other team members or resources in area of expertise and provides situational management. Position may supervise work-study students, support staff, or related staff.

Special Conditions of Employment

Successful completion of a background check including motor vehicles records report will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned. Travel on occasion for meetings or individual training.

Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 50 lbs. Constant written and oral communication and the ability to reason and analyze and perform calculations occasionally. Work is performed using a computer and standard office equipment daily and driving a vehicle occasionally.

CMC is committed to the full inclusion of all qualified individuals. As part of this commitment, the College will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Human Resources, [benefits@coloradomtn.edu](mailto:benefits@coloradomtn.edu)

HR Reference Information:	
Position group and code:	430130/105% FACCT
Date of review:	05/12/2023

110.82679

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.