



## Classification Description

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**Job Title: Fiscal Specialist II, Foundation**

**Pay Grade: 109**

**Job Code: 3849**

**FLSA Status: Exempt**

### **Job Purpose**

This position performs professional work involving accounting, reconciling, budget, financial tracking and financial controls relating to the Florida Southwestern State College Foundation.

### **General Responsibilities**

#### **Essential Functions**

Performs daily accounts payable functions including, but not limited to, invoice matching, input, check runs, direct deposit runs, processing checks and processing travel, as well as creates invoices, as necessary, attains proper support documentation and signatures.

Reviews expenditures for accounting accuracy, adequate support, signature(s) and program relevance to ensure compliance with policies for expenditures for the respective funding sources.

Checks budget availability prior to invoice entry to ensure proper funding and performs budget transfers as necessary. Alerts the CFO when budgets are low.

Distributes checks according to department policy and scans all into Banner and files for proper history and record keeping.

Keeps updated information on Cash Transfer Sheet for CFO.

Performs daily accounts receivable functions including, but not limited to, entering payments and maintaining and reconciling all receivables by type to the trial balance for review by the supervisor.

Responsible for keeping track of and reconciling all credit card activity monthly for every credit card holder related to Foundation account, including schedule of reminders to all holders, delivering statements, ensuring collection of all receipts and expenditure paperwork is accurate and timely, and attaining all necessary signatures. Conducts any changes related to credit cards such as raising, lower limits, new card requests, canceling a card, setting travel notices and assistance with PINs.

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Assists CFO and works with committee members in the organization and preparation of meetings for the Audit, Risk and Compliance Committee and Investment Committee including gathering and distributing meeting materials, taking meeting minutes and following up on action items following these meetings.

Assists in preparation of monthly bank reconciliations through updating and maintaining the Income Log Reconciliation Report, the Pledge Reconciliation Report, the Annual Scholarship Reconciliation Report and Sponsorship Pledge Reconciliation Report and resolving discrepancies, performing journal vouchers and bank transfers as needed to correct or reclassify entries. Reconciles general ledger accounts and account analyses for review by the supervisor. Each of these reports will be part of the yearly audit.

Prepares and completes bank deposits as well as FedEx shipments of SEI deposits (and differentiating between the two) and reconciles gift reports on a monthly basis with the general ledger.

Reconciles and monitors expenses of 280+ endowments to comply with donor intent.

Maintains report of endowments by individual balances that reconciles in total to the investment statement for both permanently and temporarily restricted, as well as unrestricted endowments identifying principal, match and market value through Project Activity Reports compared to the general ledger for each. Each of these reports will be part of the yearly audit.

Produces annual 1099's for independent contractors and charitable gift annuitants according to IRS guidelines.

Provides staff support to auditors during the annual audit. Assists CFO in providing requested documentation for the audit.

Runs and delivers monthly Raiser's Edge queries to CFO to assist with reporting. Creates and runs custom Raiser's Edge queries/Banner exports as needed for excess, on-demand reporting/tracking of funds. Creates ad hoc reports, as needed, for preparation of year-end financial statements.

Follows College procedure when using College funding to request purchase requisitions as needed and track these funds/payments.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

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### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Associate's degree from a regionally accredited institution of higher education.

Three (3) years of full-time professional related work experience to include one (1) year as Fiscal Specialist I within FSW's Foundation office. Appropriate combination of education and experience may be substituted.

Knowledge of fund accounting principles and practices and their application to a wide variety of accounting transactions.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail. Proficient in use of Excel and report writer experience preferred.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

#### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.

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- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: July 1, 2019. Revised: January 1, 2020; July 1, 2023; and July 1, 2024.