



University Advancement, 900 University Avenue, 1156 Hinderaker Hall, Riverside, CA 92521

General Information

Job Description	ACCOUNTING MGR 1	Working Title	Executive Director, Gift Accounting, Reporting, and Investment Management
Job Code	000685	Grade	24
Department Name	Advancement Finance & Admin - D01216	Department Head	Kimberly McDade
Supervisor	Kimberly McDade	Effective Date	

Position(s) Directly Supervised

Job Code	Title	FTE
007735	GEN ACCOUNTANT 3	1.0
000218	FINANCIAL SVC MGR 1	1.0

Generic Scope

Spends the majority of time (50% or more) achieving organizational objectives through the coordinated achievements of subordinate staff. Establishes departmental goals and objectives, functions with autonomy. Manages the accountability and stewardship of human, financial, and often physical resources in compliance with departmental and organizational goals and objectives. Ensures subordinate supervisors and professionals adhere to defined internal controls. Manages systems and procedures to protect departmental assets.

Custom Scope

Receives assignments in the form of objectives and determines how to use resources to meet schedules and goals. Recommends changes to policies and establishes procedures that affect immediate organization(s). Works on issues of diverse scope where analysis of situation or data requires evaluation of a variety of factors, including an understanding of current business trends. Follows processes and operational policies in selecting methods and techniques for obtaining solutions. Provides guidance to subordinates to achieve goals in accordance with established policies. Erroneous decisions or failure to achieve goals results in additional costs and personnel, and serious delays in overall schedules.

Department Custom Scope

The Executive Director, Gift Accounting, Reporting, and Investment Management (ED) reports to the Chief Financial and Administrative Officer, University Advancement (CFAO). The ED serves as the Associate Treasurer of the UC Riverside Foundation (UCRF) and, as such, oversees all aspects of Foundation accounting, reporting, and investment management. In addition, the ED oversees all aspects of Gift Administration for UCRF and UC Riverside. Duties of this position include analysis, management, reporting of the Foundation investment portfolios; propose and monitor Foundation's annual operating budget; provide oversight of all aspects of gift administration, provide oversight of UC Riverside's endowment, scholarship, and gift accounts, and work with the donor relations team, campus accounting, and academic units on financial structure of gifts. The ED staffs the Board of Trustee's Finance & Investment and Audit Committees as well as the Foundation's Treasurer to communicate investment policies, steps taken, activities needed as well as the annual audit and budgeting process. The incumbent will manage the Director, Gift Administration and two professional accountants for the UC Riverside Foundation. The successful candidate will serve as the primary interface with the outside investment advisory team and serve as liaison to the system-wide Controller's Office, Office of the Chief Investment Officer for the University of California Regents, and for private support issues and investment of Foundation assets with the Regents.

Education & Experience Requirements

Education Requirements

Degree	Requirement
Bachelor's degree in related area and/or equivalent experience/training.	Required
Advanced degree in related field (MBA, MS Accounting, etc.)	Preferred

Experience Requirements

Experience	Requirement
8 - 13 years of related experience.	Required
Previous supervisory/managerial experience.	Preferred

License Requirements

License	Requirement
CA Professional Fiduciary License	Preferred

Certification Requirements

Certification	Requirement
Professional certification.	Preferred
License per the CA Fiduciary Act. Ability to achieve, if not already licensed.	Preferred

Educational Condition Requirements

Condition	Requirement
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Key Responsibilities

Description	% Time
<p>Follows established practices and procedures in analyzing situations and assignments.</p> <ul style="list-style-type: none"> Responsible for endowment administration management for all UCR Foundation and UCR Regents Funds. Responsible for providing endowment information to UC Riverside Vice Chancellor's, Dean's, Department Chairs, Departmental Financial Officers, UC Office of the President (UCOP), Development, and donors. Responsible for system in perpetuity, primary source for financial data regarding endowment, and carrying out UCOP, Regents, and Foundation policy regarding endowment administration. Assists CFAO and Development Officers in reviewing and analyzing proposed endowed gift agreements. Ensures agreements contain appropriate language and are manageable by 	20

Description	% Time
<p>either institution (the Regents or the Foundation) in perpetuity. Prepares annual report to UCOP and campus vice chancellors regarding status of campus endowment funds. Provides analysis of complex gifts directed to the Regents or to the Foundation. Provides analytical support and financial strategies to development office staff in evaluation of gifts. Manages oversight responsibilities to ensure compliance with UC and UC Riverside policies and guidelines with respect to the UC Riverside Foundation, UC Riverside Support Groups, and other UC Riverside affiliated entities. Ensures the appropriate periodic financial status and management reports are provided to campus units reflecting current status of gift funds (endowments, scholarships, current funds) and proposes corrective actions if necessary.</p>	
<p>Monitors daily operations of accounting unit.</p> <ul style="list-style-type: none"> • Responsible for a system which provides for the overall management, safeguarding, and enhancement of the UCR Foundation's endowment, current and life income fund assets through the timely and cost effective management of all investment portfolios (which include mutual fund-like investments, stocks, bonds, cash, etc) in accordance with Board policy. Responsible for maintenance of the complete system of internal controls and checks to ensure integrity, accuracy, and safeguarding of the assets through investment and accounting means. Includes managing cash flow. 	20
<p>Provides immediate supervision and guidance to employees, assigning tasks, checking work and ensuring accounting reporting deadlines are met.</p> <ul style="list-style-type: none"> • Coordinates or develops investment research information requested or required by the UCRF Finance & Investment Committee. Oversees staff of two professional accountants. Allocates work, sets priorities, and 	20

Description	% Time
<p>provides guidance on all assignments. Develops cooperative team to produce appropriate reports, performs essential duties, and earns cross-campus respect for expertise and reliability. Assesses training needs and assigns opportunities for professional development. Manages Support Group oversight and responsibility.</p>	
<p>Oversight of Gift Administration activity including recording and receipting all gifts and pledges to UCR and UCR Foundation. Ensures compliance with IRS regulations, Governmental Accounting Standards Board (GASB) accounting standards, and Council for Advancement and Support of Education (CASE) counting standards for all gifts. Ensures the integrity of gift data recorded and stored in the donor database for the purpose of donor, departmental, and institutional reporting.</p>	20
<p>Uses full knowledge of own area of functional responsibility.</p> <ul style="list-style-type: none"> • Comprehensive oversight responsibility for the Foundation's full service stand-alone fund accounting and web-based electronic financial accounting/reporting system. Currently, the number of funds is in excess of 1,000 and growing daily. Performs system replacement selection, implementation, and upgrades as necessary. Establishes and maintains relationships with members of the Foundation Board including the Foundation Treasurer; partners with the CFAO to staff the Finance & Investment Committee and the Audit Committee to ensure seamless communications. Same with representatives of investment consultant and manager, the staff in the UC Office of the President (UCOP), and the colleagues at the other UC campuses in similar function/role. 	15
<p>Directs the Foundation's and campus trust accounting and administration program; the management of separate annuity and unitrusts. Ensures compliance with laws regarding trust administration and standards of fiduciary care. Directs a system to ensure (1) payments and reporting to donors and income beneficiaries are accurate and timely; (2) annual income notifications to trust income beneficiaries and to the IRS are accurate and timely; and (3) annual trust tax returns preparation for all beneficiaries are accurate and timely. Assists UCOP with Regents trusts they invest on behalf of the Riverside campus. Acts as liaison between UCOP and UCR Planned Giving as necessary. Prepares annual trust administration reports to the UC Office of the President.</p>	5

Knowledge, Skills & Abilities

Knowledge/Skill/Ability	Requirement
Broad knowledge of financial transactions and financial systems, as well as related policy, accounting, and regulatory compliance requirements.	Required
Strong skills using common desktop/web applications.	Required
Strong verbal and written communication skills.	Required
Basic knowledge of industry best practices.	Required
Broad service orientation skills; proven ability to multi-task effectively in a varied, high volume environment; sound judgment and decision-making skills; and reasoning ability to develop original ideas to solve problems.	Required
Strong interpersonal skills and ability to work effectively across the organization at all levels.	Required
Broad knowledge of the organization's operational, personnel, and financial transactions and systems .	Required
Ability to gather, organize, analyze, and report on data that is complex in nature.	Required
Proven experience in making effective presentations through various media formats and communicating technical subject matter to a variety of audiences.	Required
Ability to effectively communicate complex information to management verbally and in writing.	Preferred
Knowledge and experience in quantitative analysis, financial and statistical techniques, income and expense trend analysis and fiscal projections.	Preferred
Experience in designing, implementing and evaluating internal control systems for business and financial processes.	Preferred
Extensive knowledge of and experience in financial analysis, interpreting and applying accounting theories, principles and practices including generally accepted accounting principles, non-profit and governmental fund accounting.	Preferred
Proven knowledge of investments, types, mixes, returns, risk. Advanced skill and knowledge of economic and investment theory consistent with the active investment of endowment and expendable funds portfolios.	Preferred
Demonstrated progressively responsible, related high level financial services management experience in a large, complex, decentralized higher education environment.	Preferred

Knowledge/Skill/Ability	Requirement
Demonstrated experience with UC Riverside Financial System (UCRFS) including Financial Edge and Raisers Edge.	Preferred
Proven ability to lead a team collaboratively to achieve desired outcomes.	Preferred

Special Requirements & Conditions

Special Condition	Requirement
Must be eligible for (and able to obtain) licensing under the California Professional Fiduciaries Act.	Required

Other Special Requirements & Conditions

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Level of Supervision Received

General Direction

Environment

Working Environment

Other University Setting

Other Requirements

Items Used

- Standard Office Equipment

Physical Requirements

- **Bend** : Occasionally
- **Sit** : Constantly
- **Squat** : N/A
- **Stand** : Occasionally
- **Crawl** : N/A
- **Walk** : Occasionally
- **Climb** : N/A

Mental Requirements

- **Read/Comprehend** : Constantly
- **Write** : Frequently
- **Perform Calculations** : Constantly
- **Communicate Orally** : Constantly
- **Reason & Analyze** : Constantly

Environmental Requirements

- **Is exposed to excessive noise** : No
- **Is around moving machinery** : No
- **Is exposed to marked changes in temperature and/or humidity** : No
- **Drives motorized equipment** : No
- **Works in confined quarters** : No

- **Dust** : No
- **Fumes** : No

Critical Position

Is Critical Position: Yes

