JOB DESCRIPTION
Program Accountant

Category: Full-time, Exempt
Supervisor: Director of Finance and Accounting
Last Updated: 01/10/2020

Join a highly creative, collaborative, and multi-faceted team working together to benefit, support, and enhance the California Community Colleges—the largest and most diverse system of higher education in the nation. Incorporated in 1998, the Foundation for California Community Colleges (Foundation) is the official non-profit serving the California Community Colleges’ (CCC) system, Board of Governors, and the statewide Chancellor’s Office.

The Foundation is the trusted partner of the California Community Colleges—facilitating collaboration, accelerating innovation, and increasing system wide resources.

Job Purpose
The Program Accountant is responsible for dedicated support of one or more Foundation programs, serving as single point of contact between the Finance department and management of large and complex operational programs. In addition, the Program Accountant will manage full-cycle finance and accounting functions for assigned projects and programs and serve as accountant, financial analyst, and advisor to project and program owners. This position manages tight deadlines and a multitude of accounting activities including general ledger preparation, contract/grant reporting, financial reporting, cash receipts and deposits, year-end audit preparation and the support of budget and forecast activities.

Essential Job Results and Duties/Responsibilities, General
- Serve as senior-level advisor to program and project directors on financial matters related to assigned projects and programs. Large/Complex Programs will require a high degree of coordination, communication, and problem solving.
- Manage assigned contracts, grants and/or fiscal sponsor relationships which includes preparing monthly financial statements and/or invoices with supporting documentation, comparing expenses to contracted budgeted amounts for accuracy and variances within contract terms, and answering inquiries made by contract/grant managers and other personnel.
- Potentially supervise accounting staff providing operational level support of program activities (i.e. staff onboarding and offboarding, invoice generation).
- Oversee operational finance items such as payroll, purchasing, contracts, revenue, and operating margin for assigned programs.
• Advise program management on cost and staffing projections, grant/contract spend-down, fiscal results, contract terms, and new opportunities.
• Develop financial budgets and/or proposals that maximize cost recovery and effective program delivery.
• Assist with the annual audit process.
• Protect the Foundation’s sensitive information by keeping that information confidential.
• Update job knowledge by participating in educational opportunities and training for relevant certifications.
• Perform other related duties as assigned.

Supervisory Responsibilities
Supervision of accounting/finance staff.

Level of Supervision
General supervision: routine duties are performed with minimal supervision; work is reviewed upon completion.

Knowledge, Skills, and Abilities
• Ability to coordinate all financial aspects of a large and complex program is required, including financial reporting and budgeting, contract review and management, invoicing, project management, and interfacing with program staff.
• Excellent communication, problem-solving skills, and a strong customer service focus is required.
• Knowledge of Generally Accepted Accounting Principles (GAAP) is required.
• Knowledge of an integrated accounting system is required.
• Understanding of revenue recognition rules is preferred.
• Grant and/or fund accounting experience is preferred.
• Capacity to establish and maintain cooperative working relationships with Foundation employees at all levels, program and client staff, and customers, consumers, vendors encountered in the course of work.
• Ability to respond effectively to the most sensitive inquiries or complaints and respond appropriately.
• Ability to prioritize tasks and to efficiently manage time.
• High proficiency with Microsoft Office Suite, reporting software (i.e. Crystal Reports), database-related and accounting software applications, and other office equipment.

Education and Experience
Any combination of the listed experience and education are indicative of preparation likely to impart the knowledge, skills, and abilities related to the essential job results.
• At least five plus years’ experience in accounting or a related field required.
• Bachelor’s degree (B.A.) majoring in Business Administration with a concentration in Accounting or Finance from four-year college or university or equivalent is desired.
Working Conditions and Travel
Well-lighted, heated and air-conditioned indoor office setting with adequate ventilation. Minimal overnight travel by land and air.

Physical Requirements
• Ability to work at a computer workstation for periods up to 4 hours at a time and for up to 8 hours per day for up to five consecutive days
• Ability to speak on the telephone for a total of up to 3 hours per day
• Ability to sit for up to 3 hours without breaks
• Perform repetitive movements, such as typing, filing, and the use of commonly used office machines and supplies
• Ability to lift and move a minimum of 10 pounds

To Apply
For immediate consideration, please submit a letter of interest and resume saved as Microsoft Word (.doc/.docx) or Adobe Acrobat PDF (.pdf) documents to jobs@foundationccc.org. Please include in the subject line: “Program Accountant – Finance”. The application process will be open until the position is filled.

The Foundation for California Community Colleges provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, veteran status, disability or genetics. In addition to federal law requirements, The Foundation for California Community Colleges complies with applicable state and local laws governing nondiscrimination in employment.