



MPC

FOUNDATION

MONTEREY PENINSULA COLLEGE

Position Title: Accounting Manager

FLSA: Full-time (40 hours per week) with optional hybrid work model.

Hourly Wage: Starting at \$40/hour, plus health, vision, dental and retirement benefits

ACCOUNTING MANAGER
CLOSING DATE: MAY 12, 2024

JOB SUMMARY

Join the happy, productive team at Monterey Peninsula College (MPC) Foundation as we serve MPC students, faculty, staff, and Foundation donors.

The Accounting Manager serves as a full-charge bookkeeper--responsible for all accounting functions, financial reporting, and compliance with relevant laws and regulations. The Accounting Manager performs a variety of complex operational and accounting functions within the MPC Foundation, including Accounts Receivable, Accounts Payable, Payroll, bank reconciliations, and financial analysis and reporting. The Accounting Manager supports program staff with financial information, and advises the Executive Director on accounting practices, procedures, and internal controls that ensure accurate, timely, and compliant financial reporting. The Accounting Manager assists the Executive Director and Finance Committee in preparing an annual budget, and works with MPC Foundation's external auditing firm to complete an annual audit and tax return. The incumbent must meet tight deadlines, be responsive to colleagues' needs, manage multiple priorities, and work independently to complete tasks.

MPC Foundation employees are not employees of Monterey Peninsula Community College District.

APPLICATION PROCESS

Please submit your resume and cover letter to the MPC Foundation Executive Director via email: rmichael@mpc.edu by **midnight May 12, 2024**. Cover letters should describe why you are interested in the position and how your background applies to the responsibilities/duties of the position. To be considered for the initial screening, materials must be received by May 12; however, the MPC Foundation reserves the right to close or continue the recruitment at any time.

Tentative interview dates: May 20-21, 2024

Tentative start date: June 17, 2024

MAJOR RESPONSIBILITIES/EXAMPLES OF DUTIES

- Use QuickBooks Online software and fund accounting principles to process all Accounts Receivables, Accounts Payables and General Ledger transactions in a timely and accurate fashion.
- Process Payroll semi-monthly.
- Maintain fiscal records; prepare monthly bank reconciliations and a Reconciliation of All Funds that tracks balances for multiple restricted and unrestricted funds.
- Monitor cash balances in various accounts.

- Enter monthly investment data into accounting system; post interest earnings to appropriate accounts.
- Provide timely and accurate monthly and annual financial reports.
- Staff the Foundation Board's Finance, Investment, and Audit Committees.
- Assist the Foundation's external auditors by preparing information requested.
- Ensure efficient internal accounting controls; prepare and recommend accounting-related procedures in accordance with the Foundation's policies and GAAP for Non-profit Corporations.
- Maintain confidentiality of information in accordance with the Foundation's policies and State and Federal regulations.
- Assist with preparing the Foundation's annual budget.
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, participating in professional organizations.
- Ensure all financial deadlines are met.
- Contribute to team effort by accomplishing related results as needed.
- Perform other duties as assigned.

EMPLOYMENT QUALIFICATIONS

Education and Experience

Any combination of education, experience, and training that would indicate possession of the required knowledge, skills, and abilities listed herein. For example, an Associate's degree in accounting and a minimum of three years' experience with increasingly responsible activities related to bookkeeping and maintaining fiscal records.

Knowledge and Abilities

- Knowledge of basic principles, methods, and practices of non-profit accounting, including Restricted and Unrestricted Fund accounting.
- Thorough understanding of GAAP (Generally Accepted Accounting Principles)
- Knowledge of policies and practices associated with payroll and benefits administration
- Experience using QuickBooks Online and QuickBooks Desktop software
- Ability to perform complex bookkeeping functions and mathematical computations
- Ability to work independently, with little supervision
- Ability to prioritize tasks and perform several tasks simultaneously
- Strong organizational skills and the ability to maintain detailed records
- Ability to exercise sound judgment and to react with discretion under varying conditions
- Ability to communicate effectively both written and verbally

PHYSICAL EFFORT/WORK ENVIRONMENT

Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels up to 30 pounds. Indoor, open space work environment. Occasional weekends and evenings. Option to work remotely for part of the week (i.e. a hybrid work schedule).

CONDITIONS OF EMPLOYMENT

Employment with the Monterey Peninsula College Foundation is at will. Foundation employees are not employees of Monterey Peninsula Community College District, but Foundation offices are located on the MPC campus in the Administration Building. All new employees are required to provide proof of eligibility to work in the United States. The MPC Foundation is committed to the principles of equal employment opportunity and encourages applications from all qualified applicants.