



Mission: *We nurture relationships and amplify resources for lasting positive impact as the philanthropic partner to Pima Community College*

Vision: *A thriving community transformed by Pima Community College*

Values: *Integrity, Collaboration, Community, Dedication & Advocacy*

Pima Community College Foundation (“Foundation”) employs a dynamic team responsible for:

- Building relationships with a broad range of constituency groups
- Cultivating a variety of philanthropic gifts that benefit Pima Community College (“College”)
- Managing investments held by the Foundation for distribution to the College
- Stewarding donors
- Recognizing donor contributions
- Coordinating events that promote the mission of the Foundation and support the College’s vision
- Actively engaging with the community to showcase the Foundation and the College

We seek team members who are:

- Committed to our mission, vision and values
- Able to work effectively both as part of a team and autonomously
- Capable of maintaining confidentiality at the highest level
- Ethical decision-makers
- Collaborative
- Willing to challenge the status quo and offer suggestions to improve how business is conducted
- Dedicated to making a positive difference for the greater Tucson community

Supporting the students, faculty and programs at Pima Community College, Pima Foundation has been the philanthropic partner of the College for over 45 years. Managed by a volunteer board of directors, Pima Foundation holds investment assets of approximately \$21m. Currently, the Foundation is responsible for over 100 endowed funds and 200 general funds. A recent challenge grant to the Foundation is underway with the goal of raising \$10m to achieve an additional \$5m in matching funds, making Pima Foundation an exciting, dynamic place to work.

The selected candidate must successfully complete and successfully pass criminal history and credit checks relevant to their intended position in order to become an employee of the Foundation. If employed, Foundation employees are expected to abide by federal, state and local laws in both their professional and personal endeavors.

Pima Community College Foundation is an equal opportunity employer. The Foundation values diversity and seeks talented and qualified employees from a variety of backgrounds who are willing to contribute to its mission and capable of fulfilling their duties. The Foundation does not discriminate on the basis of age, race, color, religion, sex (including gender identity, sexual orientation and pregnancy), veteran status, national origin or disability.

TO APPLY: Please submit to Saby@PimaFoundation.org 1) a letter detailing your interest and manner in which you will contribute to the team; 2) your resume; and 3) a list of three professional references and their contact information. Applicant review to begin Thursday, July 2; position open until filled.

Position Title: Accountant
Reports to: VP of Operations
Status: Full-time; Exempt

Position Summary: The Accountant is responsible for maintaining accurate financial records, supporting the Foundation's accounting operations, and ensuring compliance with nonprofit accounting standards. This role performs day-to-day accounting functions, supports the monthly close process, and assists with financial reporting, audit preparation and fund accounting.

Essential Duties & Responsibilities: Manages accounting function in financial management system to support the Foundation team with the goal of providing current, consistent and accurate information. Providing exceptional customer service to our constituency groups (both internal and external) is an important aspect of this position. There are currently two main areas that comprise this role in the Foundation –

1. Accounting / Fiscal Integrity

2. Operational Support

Accounting / Fiscal Integrity:

- Employs ethical accounting practices and abides by Pima Foundation policies and procedures
- Manages financial system to accurately reflect accounting transactions while maintaining the accuracy and integrity of financial data in Financial Edge NXT (FE NXT) including:
 - Maintains the general ledger and ensures all financial transactions are recorded accurately and in a timely manner
 - Prepares and post journal entries
 - Processes accounts payable and monitors cash disbursements
 - Supports endowment accounting, including contributions, earnings and distributions
 - Assists with cash management and daily financial activity tracking
 - Opens mail (with another Philanthropy team member present) and prepares gift log
 - Processes payroll and benefits
 - Calculates annual spending authority and gift management fees and expenditures
- Responsible for reconciliation and month-end close:
 - Performs monthly reconciliations, including credit cards, bank accounts, investments and fund balances
 - Tracks and reconciles restricted and unrestricted funds in accordance with donor intent
 - Assists in the preparation and completion of the month-end, quarter-end and year-end close processes
 - Ensures that gifts are properly entered and accurately posted in financial management system and reconciled to donor management system (FE & RE)
- Responsible for financial reporting and analysis
 - Assists in the preparation of monthly, quarterly and year-end financial statements
 - Provides basic variance analysis and explanations as needed
 - Supports budget preparation and financial reporting processes
 - Assists with predictive modeling for cash flow
 - Runs reports to document financial health of organization for the President and CEO, Board Treasurer (Finance Committee Chair) and provides same to Board of Directors:

- Balance Sheet
 - Profit & Loss
 - Budget v Actuals
 - 12-quarter rolling average on endowed funds to determine annual spending authority and gift management fee
 - Other reports as requested by leadership
- Collaborates with team members to build accurate cost projections over a rolling, three-year time horizon
- Provides accurate lists and statistical reports in support of the Foundation's strategic objectives
- Responsible for audit prep and compliance
 - Prepares audit schedules, supporting documentation, reconciliations and net asset reporting
 - Assists with annual financial audit and responds to auditor requests
 - Supports compliance with GAAP and applicable regulatory requirements
- Assists Foundation President and CEO with:
 - Creating and monitoring annual budget
 - Recommending updates to Chart of Accounts in concert with VP of Operations and Database Manager
- With the VP of Operations and the Database Manager, creates and implements Standard Operating Procedures for accounting and ensures all entries conform to these procedures
- Collaborates with Database Manager to:
 - Develop consistent financial reports
- In support of Donor Relations Manager, provides financial data for communication to donors
 - Endowment fund update letters (quarterly)
- Works closely with Foundation Team to:
 - Troubleshoot problems
 - Run quality control checks against data
 - Resolve mistakes on a regular basis
- Participates in Finance Committee meetings, documenting activity of the body
- IRS reporting (taxes on merchandise sales, 1099's, W-2's, W-9's, in-kind paperwork requirements, etc.)
- Supports 990 preparation following audit

Operational Support:

- Creates and maintains financial filing systems, both electronic and physical
- Utilizes Blackbaud "learn everything" modules to keep up-to-date on system features
- Suggests new applications and or / plug-ins to simplify work-flow and project management
- Effectively troubleshoots system problems and reporting issues
- Coordinates financial materials for Finance Committee and Board meetings
- Contributes to a Team Environment and Collaborative Culture:
 - Attends team meetings and retreats and contributes thoughtfully to conversations
 - Leads by example in a professional and positive manner
 - Asks questions to clarify expectations
 - Takes calculated risks

Minimum Qualifications:

Required:

- Bachelor's degree in accounting or related field
- At least three (3) years of progressively responsible accounting experience
- Solid knowledge of GAAP and financial statement preparation
- Broad understanding of fund accounting
- Experience with full-cycle accounting, including:
 - General ledger
 - Journal entries
 - Account reconciliations
 - Month-end and year-end close
- Experience preparing audit schedules and supporting external audits
- Strong proficiency in Excel and financial reporting
- Demonstrated ability to manage multiple deadlines and maintain accuracy in complex environments
- Demonstrated ability to maintain an effective customer service orientation
- Advanced Microsoft Office 365 Skills
- Dedicated to donor confidentiality with a strong knowledge of financial ethics
- Demonstrated personal commitment to civic engagement and social justice
- Proven problem-solving skills and careful attention to detail
- Excellent verbal and written communication skills, including proofreading and editing abilities

Preferred:

- Experience in nonprofit accounting, including restricted/unrestricted funds
- Knowledge of endowment accounting and allocation methodologies
- Experience with net asset reconciliation and fund-level reporting
- Familiarity with accounting software Blackbaud Financial Edge and fund raising software Raiser's Edge NXT
- Experience serving as a primary or secondary contact during audits
- Experience with internal controls and process improvements

Work Hours / Location:

- Pima Foundation Office – 4905C E Broadway #246 | Tucson AZ 85709-1320 (PCC District Office Complex)
- Remote work may be a possibility on occasion and with prior approval
- Early morning, evening and / or weekend hours may be required on occasion
- Local and / or out-of-town travel may be required periodically

Annual Salary (2026-27):

- \$55,000-\$60,000 per year (40 hours per week)

Benefits Available:

- Health, dental and vision insurance
- Long- & short-term disability coverage
- Life insurance
- Retirement – Simple IRA (maximum 3% employer match)
- Cell phone reimbursement
- Mileage reimbursement
- Generous paid holidays (17 days), paid vacation and sick-time accrual (8 hours per pay period for vacation and 4 hours per pay period for sick)

Position descriptions will be reviewed for accuracy on a regular basis. The Foundation reserves the right to make changes to position descriptions as necessary to maintain effective operations.