



## POSITION ANNOUNCEMENT

**Job title:** Accounting Manager for Revenue  
**Department:** Financial Services  
**Hours:** 40+ per week  
**Opening:** March 13, 2018  
**Classification:** Exempt, Professional

**Closing:** Open Until Filled  
**Benefits:** Yes

### General Position Summary:

The Accounting Manager for Revenue will support the oversight of revenue activities, including review and processing of deposits, and accurate reporting in the general ledger. The Accounting Manager will develop expertise in Blackbaud's Financial Edge, Raisers Edge, Lynx (BBCRM) and other systems used by the Financial Services Office. The Accounting Manager will partner with other Financial Services staff to facilitate centralized gift processing for UAF account holders. The Accounting Manager will, with the goal of improving efficiency, analyze data management needs in all areas of the Financial Services Office, including accounts payable, accounts receivable, trusts, investments, scholarships and payroll.

### Essential Functions/Major Responsibilities:

- Support accounts receivable oversight by becoming familiar with related UA, UAF and IRS policies; review deposit documents as required.
- Review and approve transfer request related to deposits.
- Monitor general ledger revenue accounts for accurate reporting
- Enhance use of the Gift Transmittal as a tool for centralization of gift processing; investigate possibilities for improvement and/or electronic transmission of transaction data.
- Conduct data & conversion testing in preparation for Lynx (BBCRM) implementation.
- Analyze data management needs in all functional areas of Financial Services; document and analyze strategies for improvement.
- In partnership with the UDP's Reporting Services program, meet with campus unit business managers to understand financial reporting requirements for Lynx (BBCRM) and UAFDN.org.
- Explore the possibility of automation, technology utilization or other efficiency improvements with regard to fees posting, reconciliations, productivity analysis and month-end closing, among others.
- Manage mobile payment processors that are compatible with current software systems to provide mobile payment options for fundraising events.

- Manage new account request within UDP fund standards.
- Support UDP initiatives by attending strategy meetings, establishing implementation procedures and providing UAF FS staff training for Lynx (BBCRM) importing to FE.
- Support audit preparation by providing schedules, analyses and other documentation as needed.
- Support Financial Services outreach activities by preparing and presenting instructional materials at quarterly seminars and other meetings.
- Maintain and increase job knowledge and skills by participating in educational opportunities and meeting with UDP staff.

#### Secondary Functions:

- Provides operational support for deposit processing and posting during staff absences.
- Provide accounting support to other areas of the office.

#### Job Scope:

Position is responsible for suggesting and developing new financial services procedures and guidelines in partnership and alignment with the UDP's overall data management, maintenance, and governance strategy, as well as enforcing existing policies. Decision making is governed by Foundation policies, processes, guiding principles, and legal requirements, but some interpretational latitude exists. Most duties are performed with minimal supervision.

#### Interpersonal contacts:

This position interacts with Foundation account holders and University Development Program (UDP) staff by phone, e-mail, and in-person on a daily basis. Verbal presentations are given at accounting seminars and other meetings several times each year. Face-to-face contact with other accounting personnel occurs daily. Face-to-face contact with other UDP personnel occurs frequently through work group and meeting participation. Contact with higher management is frequent and occurs in person and by e-mail.

#### Specific Job Skills:

- Knowledge of basic accounting principles
- Strong Microsoft Office product skills
- Ability to solve complex problems
- Ability to follow an audit trail
- Ability to use a personal computer to generate spreadsheets, amortization schedules, graphs, memos, and correspondence
- Excellent communication skills
- Demonstrated skill and knowledge of, or ability to learn quickly, the internal workings of the Foundation/University as well as the technology tools available to University of Arizona Development Program including The Raiser's Edge (the development system), a

Microsoft Windows computer environment, and the Microsoft Office suite (including Microsoft Outlook, Word, Excel, PowerPoint and Access required).

- Knowledge of or ability to learn quickly the principles, practices, developments, and techniques of financial services and the gift process in a complex fundraising and development operation, including an understanding of how financial services and development/fundraising information is integrated into those operations.
- Strong commitment to customer service required.
- Strong verbal and writing skills, high attention to detail and follow-up, and excellent organizational skills required – including the ability to set priorities and manage several projects simultaneously.
- Ability to manage confidential information with discretion and tact required.
- An exceptional work ethic and track record of personal initiative required.
- Must be flexible and adaptable to new programs in an emerging and changing environment.
- Experience with UAF accounts

#### Minimum Qualifications:

- Bachelor's degree in Accounting with four years' experience in field or related field AND five(5) years progressively responsible professional accounting experience with emphasis in fund accounting; OR
- Strong understanding of financial principles and business practices required.
- Any equivalent combination of experience, training and/or education approved by Human Resources

#### Preferred Qualifications:

- Bachelor's and/or Master's Degree in a related field (Business Administration, Finance, Non Profit Management, etc.) desirable.
- Knowledge of foundation funding and fundraising operations for higher education and/or healthcare.
- One or more years of experience using The Raiser's Edge, version 7.
- Three (3) or more years of experience working in a higher-education development role.

#### Work Environment:

- This position works in an office environment with close work on a computer.
- Willingness and ability to work evenings and weekends as required.
- Willingness and ability to travel to various offices and departments across campus and/or non-campus locations for Foundation or University business required.

To Apply:

Please send a letter of interest, resume, and three professional references (include job number **FS1801** in the subject line) to:

The University of Arizona Foundation,  
Attn.: Human Resources  
1111 N. Cherry Avenue  
Tucson, Arizona 85721  
Fax (520) 621-2975  
**\*E-mail [hrdept@uafoundation.org](mailto:hrdept@uafoundation.org)**

**\*E-mail submission is the preferred method in Word or PDF format\***

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