

**NFCC**  
**Job Description**

**Job Title:** Bookkeeper/Staff Assistant for Resource Development  
**Department:** Resource Development  
**Reports to:** Director of Resource Development

**FLSA Status:** Non-Exempt (Hourly)  
**Prepared by:** Employee Services  
**Prepared Date:** January 15, 2019  
**Revised Date:**

**SUMMARY**

Perform professional bookkeeping duties in compliance with NFCC Foundation & College policies procedures and laws in accordance with generally accepted accounting practices and administrative services for NFCC Foundation, Inc. and the Office of Resource Development.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Below are listed the primary tasks identified for this position. The duties articulated though not exhaustive, indicate the majority of the functions assigned to this position. Other duties may be assigned based on institutional need.

**NFCC Foundation:**

1. Maintain the accuracy of the Foundation and Office of Development bookkeeping records including observance of generally accepted accounting principles. Prepares various accounting reports as required.
2. Collects money for fundraising events, student scholarships awarded from outside sources, and donations to the Foundation; prepares receipts; maintains report of all monies collected matched with all deposits from money coming in for the Foundation on a daily and monthly basis.
3. Reconcile Foundation's Bank Accounts and Investment Account on a monthly basis.
4. Provide bookkeeping services for the Foundation which include: Set-up, data entry and maintenance of all financial transactions through QuickBooks Pro Accounting Software for the establishment of computerized accounting records; entering all deposits and checks written; monthly distribution of investment earned dividends and interest, along with realized gains/losses and unrealized gains/losses on all endowed scholarships and unrestricted funds on a monthly basis along with all the necessary reports needed to prepare the monthly journal

entries to post-monthly closing entries from the individual scholarship funds to the income and expense accounts.

5. Responsible for ensuring all fiscal reporting requirements pertaining to Donors, Grants, and Scholarships are accurately and timely prepared and submitted.
6. Maintain contact with Florida Prepaid Foundation regarding reinvesting, purchasing, activating and/or transferring NFCC Foundation's Florida Prepaid Contracts for Madison & Suwannee County's Take Stock in Children and Hamilton & Taylor County's STARS Program students.
7. Maintain contact with each of the Take Stock in Children and STARS Programs coordinators, for our district, regarding the NFCC Florida Prepaid. Scholarship accounts purchased for their county; keeping them informed of their accounts on a quarterly basis.
8. Maintain current status of the Foundation's FL Prepaid Scholarship recipients.
9. Assist School Districts in the calculations necessary to purchase new and/or reinvest expiring Florida of Prepaid Scholarship contracts.
10. Complete Scholarship Agreements from each NFCC Foundation donor.
11. Complete Student's Application file to include completed application, transcripts, financial aid information, cost of books for each class, program cost, other financial assistance, etc. in preparation for the scholarship committee.
12. Work with Donors and funding agencies to ensure that funds are properly spent and accounted for in the records of the Foundation and College.
13. Assist the campus clubs and organization to maintain and monitor fundraising accounts.
14. Prepare and Compile all necessary reports for the Foundation's CPA, in order to complete Foundation audit and to file annual report, in a timely manner.
15. Prepare and ensure the accuracy and timeliness of all required State and Federal reports.
16. Work closely with Foundation's CPA office to assist with any information regarding preparation of the annual audit and Federal Tax Return for the Foundation.
17. Provide all necessary Foundation records to the auditor for annual audit of Foundation and correspond with auditor until audit is completed, including

providing completed audit to the College, DOE, Auditor General's Office and Foundation Board Members.

18. Work closely with Foundation's Investment Manager to get monthly information regarding investments.
19. Keep accurate records for the Foundation, including current members, prospective members, prospective donors and types of gifts.
20. Maintain contact with students and scholarship donors in regard to scholarships.
21. Provide Financial Aid Office with current information on scholarship applicants and recipients on a continuous basis.
22. Maintain appropriate records of all gifts to the Foundation/College, including gifts to the Friends of the Mansion, the Alumni, the Foundation Scholarship or Program Support and Athletics.
23. Assist with the preparation and maintain current NFCC Foundation Scholarship brochures.
24. Assist in the preparation and hosting of alumni events.

### **Foundation Board of Directors**

1. Assist in keeping minutes of the Board of Directors, and Executive Committee meetings, Scholarship Committee, Investment Committee meetings and distribute copies of those minutes to members of related committees as needed.
2. Assist in preparing for Foundation Board Meetings; i.e., schedule venue, catering, decorations, appropriate materials, presentations media support, etc.
3. Assist with the transcription of all meeting minutes for the Foundation Board Meetings and/or committee meetings as needed.

### **Resource Development**

1. Assist in Annual Fundraising Events.
2. Assist in College Events: i.e., Super Saturday, Special Events.
3. Attend Professional Development as appropriate and required.
4. Answer telephone, direct calls and take messages.

5. Greet visitors and students.
6. Set up appointments.
7. Typing, filing and dictation as needed. Compose letters, emails.
8. Assist in the management of Foundation Assets.
9. Coordinate travel for the Executive Director.
10. Oversee student assistants.

### **Grants**

1. Give administrative assistance when needed.

### **SUPERVISORY RESPONSIBILITIES**

No supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Associate's degree (A.A.) or equivalent from two-year College or Technical School; or two years related experience; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one on one and small group situations to customers, clients, and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.