



**JOB INFORMATION**

|                       |                          |
|-----------------------|--------------------------|
| Job Code              | BA69                     |
| Job Description Title | Assoc AD, Foundation CFO |
| Pay Grade             | FO14                     |
| Range Minimum         | \$90,440                 |
| 33rd %                | \$117,570                |
| Range Midpoint        | \$131,140                |
| 67th %                | \$144,710                |
| Range Maximum         | \$171,840                |
| Exemption Status      | Exempt                   |
| Approved Date:        | 12/6/2024 4:47:45 PM     |

**JOB FAMILY AND FUNCTION**

|               |                                 |
|---------------|---------------------------------|
| Job Family:   | Financial & Business Operations |
| Job Function: | Accounting & Finance            |

**JOB SUMMARY**

The Foundation CFO serves as an Assistant Treasurer for the Tigers Unlimited Foundation. The Foundation CFO is responsible for the leadership, management, and oversight of the fiscal operations, tax compliance, budgeting and foundation payment services, and internal controls over financial reporting for an institutionally related foundation. The foundation is established under Section 501(c)(3) of the Internal Revenue Code.

**RESPONSIBILITIES**

- Provides substantial support to the VP, Business and Finance and CFO, the Executive Director of the Tigers Unlimited Foundation, the Athletics Executive Leadership, and the Board of Directors of the Foundation regarding financial, tax compliance, and budgetary matters, including preparing and presenting high-level briefings.
- Responsible for accurate, timely, and compliant financial accounting systems, policies, and procedures. Includes the accounting for the receipts and expenditures of all funds and the reporting of financial and operating results to Executive Leadership, Board of Directors, external agencies, and stakeholders.
- Responsible for the annual external audit engagement and tax compliance for the Foundation and ensures the independent CPA firm is provided with all requested documentation to opine on the financial statements and file the respective tax return.
- Through subordinate leadership, ensures the coordination and preparation of the annual operating budgets of the Foundation for approval by the Foundation President, Foundation Board, and Athletics Executive Leadership.
- Certifies the design, implementation, and maintenance of internal controls and accounting systems relevant to the fair presentation of the financial statements, footnotes, and supporting schedules, in all material respects.
- Through subordinate leadership, ensures the preparation and reporting related to the National Collegiate Athletic Association (NCAA) Agreed Upon Procedures annual reports, including negotiation of findings with auditors and development of management responses to findings.
- Ensures the accuracy of the perpetual inventory system used to account for athletic apparel for the Foundation and university athletics department.
- Through subordinate leadership, directs the preparation and reporting of surveys and special reports of the philanthropic activities of the Foundation to the University Office of Development Accounting.
- Complies with all applicable NCAA and Southeastern Conference regulations in the performance of job duties.

**SUPERVISORY RESPONSIBILITIES**

|                            |   |
|----------------------------|---|
| Supervisory Responsibility | Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions. |
|----------------------------|---|

## MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

## MINIMUM EDUCATION & EXPERIENCE

| Education Level   | Focus of Education   |     | Years of Experience | Focus of Experience   |  |
|-------------------|--|-----|---------------------|---|--|
| Bachelor's Degree | degree in Accounting, Finance, or related degree with CPA license. | and | 10 years of         | experience in the preparation and analysis of financial statements prepared in accordance with FASB accounting principles, including the supervision of a financial reporting department. |  |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

|   |  |
|---|--|
| Knowledge of FASB not-for-profit accounting principles, GASB governmental accounting standards, governmental budgeting practices, resource allocation and cost accounting practices, IRS regulations applicable to charitable organizations.                    |  |
| Must understand relational data bases and be able to extract and analyze data therefrom.  |  |
| Strong interpersonal skills to interact with a variety of internal and external constituents and stakeholders, and to establish productive working relationships with other senior executive leaders, financial managers, and colleagues across the University. |  |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications           | Licenses/Certification Details | Time Frame | Required/Desired |  |
|-----------------------------------|--------------------------------|------------|------------------|--|
| Certified Public Accountant (CPA) |                                | Upon Hire  | Required         |  |

## REQUIRED PRE-EMPLOYMENT SCREENINGS

|                         |
|-------------------------|
| Financial History Check |
|-------------------------|

## PHYSICAL DEMANDS & WORKING CONDITIONS

|                            |       |
|----------------------------|-------|
| Physical Demands Category: | Other |
|----------------------------|-------|

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        | X            |            |            |        |
| Walking                       |       |        | X            |            |            |        |
| Sitting                       |       |        |              |            | X          |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       | X      |              |            |            |        |
| Stooping/ Kneeling/ Crouching |       | X      |              |            |            |        |
| Reaching                      |       |        |              |            | X          |        |
| Talking                       |       |        |              |            | X          |        |
| Hearing                       |       |        |              |            | X          |        |

## PHYSICAL DEMANDS

| Physical Demand            | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|----------------------------|-------|--------|--------------|------------|------------|--------|
| Repetitive Motions         |       |        |              |            | X          |        |
| Eye/Hand/Foot Coordination |       |        |              |            | X          |        |

## WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold           |       | X      |              |            |            |
| Extreme heat           |       | X      |              |            |            |
| Humidity               |       | X      |              |            |            |
| Wet                    |       | X      |              |            |            |
| Noise                  |       | X      |              |            |            |
| Hazards                |       | X      |              |            |            |
| Temperature Change     |       | X      |              |            |            |
| Atmospheric Conditions |       | X      |              |            |            |
| Vibration              |       | X      |              |            |            |

### **Vision Requirements:**

Ability to see information in print and/or electronically.