

A photograph of the University of Toledo Foundation building, a large, multi-story stone structure with a prominent central clock tower. The building is surrounded by green lawns and trees. A blue banner with yellow text is overlaid on the top left of the image.

THE UNIVERSITY OF TOLEDO FOUNDATION

WE'RE HIRING!

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ACCOUNTING & FINANCE COORDINATOR

Provides administrative support and maintains an organized, effective and professional operating environment for the Accounting & Finance team.

SPECIFIC DUTIES:

The following duties reflect management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

- Manages the day-to-day administrative affairs of the Accounting & Finance team, including, but not limited to: composing correspondence, scheduling meetings, providing travel arrangements, answering phones, sorting & distributing mail, ordering supplies, maintaining files, handling reimbursements and credit card statements, and preparing PowerPoint presentations.
- Accesses, tracks, and manages select gift reporting through the Agilon ONE database system.
- Drafts correspondence and other written materials. Responds to inquiries and handles constituent concerns by phone, memo, and e-mail.
- Oversees and manages the paper and electronic filing systems, ensuring that important financial and other information is being stored appropriately and timely.
- Serves as backup to the Senior Accounting Clerk.
- Assigns numbering system and assists with scanning donor and accounts payable receipts, and data entry.
- Performs basic reconciliation functions for gift entry and financial software systems.
- Assists with maintaining corporate credit card data.
- Other duties and special projects as assigned.

REQUIREMENTS:

An Associate's degree and a minimum of 5 years' work experience or the equivalent combination of education and experience. Previous experience with gift records or work in a non-profit setting preferred. Computer experience and high skill level with Windows, Microsoft Word, PowerPoint and Excel including the ability to transfer and use information between applications. Previous administrative experience in a fast-paced office environment. Exemplary organization and customer service skills with demonstrated professionalism to internal and external stakeholders.

PERFORMANCE STANDARDS:

- Passion for the institution's mission, traditions and long-term success. Consistently demonstrate the mission, vision and values of the University of Toledo Foundation and the University.
- Our RITE Values – Respect, Integrity, Transparency & Teamwork, and Excellence
- Outstanding written, verbal and interpersonal skills. Must be able to develop interpersonal relationships with multiple constituents.
- Demonstrate integrity, impeccable ethics, initiative, enthusiasm, and the ability to establish trust and credibility.
- Demonstrate commitment and ability to:
 - Provide quality customer service, plan, organize and remain accountable for actions.
 - Problem solve utilizing critical thinking skills.
 - Function in a confidential manner and collaborate with other staff.

THE UNIVERSITY OF TOLEDO FOUNDATION

The University of Toledo Foundation, an independent 501(c)3 organization, exists for the sole purpose of supporting The University of Toledo. The Foundation is the official gift-receiving and fund-management organization for the University. Our purpose is to support the University's broad educational mission by receiving, managing, and distributing generous gifts to benefit students and enhance faculty and program efforts. The Foundation includes the Development, Alumni Relations and Special Event functions. Through its subsidiary, the UT Real Estate Corp., the Foundation also manages off campus real estate matters for the University. The Foundation embraces the mission of The University of Toledo by aspiring to be a forward-thinking, philanthropic organization, providing impactful financial support and engagement opportunities for transformation throughout the University community.

HOW TO APPLY:

Interested candidates should submit a cover letter, resume, and three professional references to UTFJobs@UToledo.edu.

Priority will be given to applications received by Monday, December 2nd.



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FOUNDATION