



The University of Toledo Foundation Senior Financial Analyst

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 UT 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.

Senior Financial Analyst

The Senior Financial Analyst is a member of the Accounting Team. This position is responsible for assisting in overseeing the day-to-day accounting and cash management operations. This includes assisting with supervising accounting staff in the areas of gift processing, general ledger, financial reporting, cash disbursements and other accounting functions.

Requirements: Bachelor's degree in Accounting or Finance required; minimum of 7 years' professional experience in accounting and/or financial management; CPA preferred; supervisory or equivalent professional management preferred; strong knowledge of financial reporting systems; non-profit and knowledge of higher education functions preferred; must possess strong math skills and be accurate and precise in work habits; possess a thorough knowledge of GAAP and federal regulations as they relate to financial statement reporting; the ability to learn and knowledgeably interpret the Foundation's policies and procedures as they relate to financial statement reporting.

Access the full job description [here](#).

Performance Standards

- Passion for the institution's mission, traditions and long-term success. Consistently demonstrate the mission, vision and values of UTF and the University.
 - Our RITE Values – Respect, Integrity, Transparency & Teamwork, and Excellence.
- Outstanding organizational skills that ensure timely completion of accounting responsibilities to meet monthly, quarterly, and annual reporting deadlines.
- Strong analytical abilities to identify and resolve accounting issues.
- Thorough understanding of accounting principles including fund accounting to ensure proper reporting.
- Strong communication skills to provide clear direction and assistance to accounting staff; and provide proper communications to immediate supervisor.
- Ability to identify areas of improvement, efficiencies, and other opportunities to improve the accounting area.
- 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.
 - Collaborate with other staff.

To Apply

Interested candidates should submit a cover letter, resume, and the names and contact information of three professional references to UTFJobs@UToledo.edu. **Submissions must be received by May 30, 2018.**

The University of Toledo Foundation is an Equal Opportunity Employer (EEO).