Director, Gift Accounting and Reporting
University of Rochester
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The Director, reporting to the Senior Director of Gift & Donor Services, is responsible for developing and implementing procedures to monitor the integrity of Advancement financial information and providing related reports to internal and external stakeholders. The Director serves as the primary liaison between Advancement and University Finance, University Treasurer, related banks, and credit card merchant activities.

The Director will work in close collaboration with the Director of Gift and Donor Records and will perform a variety of functions in Gift and Donor Services, including the development of accounting policies and procedures, standards, analytics, external reporting, system testing and data analysis as it relates to the daily operations of Gift and Donor Services.

With latitude for independent action, the director will

Specific Responsibilities:

Reconciliation and Financial Management (25%)

- Manage cash reconciliation process. Serve as liaison with internal and external parties to resolve cash receipt posting, deposit, and crediting issues. Meet regularly with Finance and Treasury staff, vendors, and bank representatives as appropriate.
- Work closely with University Finance on all Advancement related issues including systems, reporting, and closing calendars. Meet regularly to maintain communications, explore issues, and improve processes.
- Work closely with the Director of Gift and Donor Records to implement process improvements and react to changing business needs to assure the integrity of gift processing and gift system feed to the general ledger.
- Work closely with Senior Director of Gift and Donor Services to provide necessary information and review materials for internal and external audits.

Operations 25%

- In partnership with the Senior Director of GDS and the Director of Gift and Donor records, work to ensure regulatory compliance with charitable gift account policies and reporting standards as outlined by CASE, NACUBO, FASB and IRS. Monitor and understand the IRS regulations as they pertain to gift acceptance, processing, and receipting. Ensure adherence to University of Rochester gift counting and reporting policies and procedures.

- New financial and account policy and procedure development in coordination with internal and external stakeholders for continuous process improvement.

- Advancement Payment Card Industry (PCI) compliance liaison. Coordinate Advancement PCI activities with Director of Advancement Internet Projects, University Treasurer, and Central IT.

- Serve as backup for Director of Gift and Donor Records.

Reporting and Analysis (25%)

- Oversee the preparation of data in response to external multi-institutional surveys and reporting (including initiating and maintaining Council for Aid to Education (CAE) reporting structure and process, US News and World Report, Chronicle of Philanthropy, IRS990, and others as needed.
- Analyze trends in fund raising, in higher education, and within the University via peer-to-peer comparisons. Synthesize results for use by Senior Director, AVP of Advancement, and other University customers to support strategic and tactical decision-making.
- Develop, prepare and distribute a variety of financial reporting information to internal and external stakeholders as needed to measure performance, projections, and business processes to better inform Advancement leadership and University partners.
- Develop management and reporting tools to direct planning objectives, measure program effectiveness, and predict performance. This includes standardized internal and external reporting, benchmarking with peer institutions and monitoring of best practices. Manages and participates in the preparation, production, and distribution of a variety of daily, weekly, and monthly reports, and status updates. Run OASIS and FRS reports. Use spreadsheets and databases to collect and record data and information for departmental reports. Collect, analyze, and present as appropriate. Monitors University gift activity annually.

Other (25%)

- Supervise and collaborate with Gift and Donor Services Accounting Specialist to assure that all accounting functions – depositing, reconciliation, affiliate transfers, endowment transfers, and cash reconciliation – are completed in a timely and efficient manner.
- Other duties and special projects as assigned by the Senior Director.

Requirements

Minimum Qualifications

Bachelor's degree is required, preferably in business, finance, accounting, or computer science

Five or more of progressively responsible experience in a development office performing fundraising and business analysis. Knowledge of development, fund raising, and advancement services and functions in a higher education or complex not-for-profit environment

Knowledge of accounting principles and reconciliation processes, gift and pledge processing, receipting, acknowledgements, IRS regulations, CASE standards, and FASB/GASB compliance

Demonstrated leadership skills and proven ability to work in a collaborative environment
Excellent organization skills, with a demonstrated ability to prioritize, manage multiple demands, work under pressure, and meet deadlines with accuracy, speed, independent judgment, and minimal supervision

Demonstrated skill in the Microsoft office suite of programs, especially Excel and Access, experience with BSR Advance preferred. Knowledgeable in the use of various software applications, including spreadsheet, word processing, relational database and presentation software.

Knowledge of SQL and ability to write queries and work with technical colleagues regarding the database.

Ability to interact professionally, courteously, and effectively with internal departments (including university accounting staff, development officers, and related support staff), and external constituents, (including alumni) and maintain confidentiality of information and data

Excellent verbal, written, and analytical skills required.

Preferred Qualifications
Master's degree is preferred (MBA, CPA, etc).
A history of planning, research, and analysis for management in higher education/non-profit institutions and understanding of development and alumni relations issues and trends preferred.

The personal commitment to develop expertise in areas of the tax code related to gifts and gift acceptance and CASE standards is critical.