



**Position Title:** Director Finance – MDC Foundation  
**Reports To:** Executive Director of MDC Foundation and College Controller  
**Department:** Business Affairs **Job Code:** 0122  
**Prepared By/Date:** Jennifer Brito/August 2008 **Job Group:** PEC  
**Approved By/Date:** Rolando Montoya/5/06/2011 **Salary Grade:** 18  
**Revised:** Martha Arrieta/5/06/2011 **FLSA Status:** Exempt

**Summary:**

The Director of Finance for the Miami Dade College Foundation provides fiduciary accountability for the Foundation and reports to the Foundation Executive Director and to the College Controller for financial and accounting technical matters.

**Essential Duties and Responsibilities:**

- Oversees all Foundation accounting investment management and scholarship systems and procedures
- Generates financial reports for the Foundation and its Board of Directors
- Serve as primary liaison to the Foundation’s outside Accounting firm for purposes of the Annual Audit
- Coordinates responsibility for oversight of Foundation investments with the College Treasurer and CFO
- Coordinates accounting and reporting functions for the Campuses College Financial Aid departments and Foundation Development team
- Provides reporting and procedural filing for all scholarships matching grants (private state and federal) and donor records
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Strong knowledge of public sector and/or non-profit financial management experience
- Strong knowledge of major computerized financial systems/personal computer and fiscal software application Blackbaud Financial Edge system experience would be a significant asset
- Excellent management, organization planning and communication skills
- Ability to work a flexible schedule that may include evening and weekend assignments
- Ability to work in a multi-ethnic and multi-cultural environment with students faculty and staff

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet

**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 frequently required to stand and reach with hands and arms The employee is regularly required to use hands to finger, handle or feel objects tools or controls and talk or hear The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision color vision peripheral vision depth perception and the ability to adjust focus

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree with a minimum of nine (9) years relevant experience, or Master's degree and at least five (5) years related experience

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name