USC-Business Partnership Foundation
April 2022
Director of Accounting

Posting Title: Director of Accounting, USC-Business Partnership Foundation

Salary Range: $90,000 to $125,000

Position Type: Full-time, exempt

Benefits: Generous Paid Time Off (PTO) policy and holiday schedule
Highly competitive 401(k) plan, health insurance plan, and related benefits

Minimum Qualifications: Master's degree in business related field with multiple accounting courses and 10 years of experience directing professional accounting / financial services, or bachelor's degree and 12 years of experience directing accounting / financial services.

Job Purpose:
The BPF Director of Accounting is the senior accounting position for the USC-Business Partnership Foundation that holds approximately $150 million of net assets across approximately 500 project funds supporting the Darla Moore School of Business at the University of South Carolina. The Foundation also includes Corporate Solutions LLC as the corporate structure for Executive Development, Moore School academic centers, and other events and programs supporting the Moore School.

The position is responsible for managing fiscal operations of the Foundation in an efficient, accurate, and timely manner. This responsibility includes the development, documentation, implementation, and on-going management of financial and operational policies and procedures. The position requires personal, hands-on contributions while also providing supervisory oversight to other Foundation staff.

To support the growth and increasing complexity of the Foundation and Moore School, this position is accountable for driving change through process improvements and new technologies. The BPF Accounting Director works independently, reporting major activities to the BPF Vice President, Director of Operations, and/or President, and interacts directly with key customers, partners, and other internal and external stakeholders.

Job Duty #1 (25%):
Serves as the financial liaison between the BPF/CSLLC and external auditors, internal auditors, USC Educational Foundation, USC Development Office, clients of the BPF/CSLLC, Board of Trustees, DMSB Dean's Office staff, Moore School Academic Centers, and vendors. A keen focus on process improvement and operational excellence is required, along with effective communication with all stakeholders.

Job Duty #2 (40%):
Responsible for the timely and accurate preparation of all financial transactions within the BPF/CSLLC financial systems. Prepares regular and ad-hoc financial and budget reports with appropriate analysis and recommendations. Calculates quarterly investment earnings allocation, including endowment tracking oversight. Review and approve weekly accounts payable invoices. Provides leadership for two accounting department staff. Leads the quarter-end close process by performing and overseeing reconciliations of account balances. Assist the BPF leadership team with operational activities, including compliance-related questions and issues.

Job Duty #3 (15%):
Track performance to support the development of an annual budget and regular reforecasts throughout the year informed by regular communication with the Executive Education team. Participate in annual review of financial results and budget forecasts for Moore School Academic Centers. Review accounts receivable invoices for Executive Development programs and rentals and monitor the collection of outstanding balances.

Job Duty #4 (20%):
Owns the year-end close process working closely with external auditors to complete the annual audit, develop audited financial statements including supplemental schedules and notes, and prepare IRS form 990.

Preferred Qualifications: Master's in Accounting or MBA; CPA; Foundation or non-profit experience; experience with Financial Edge financial system

Knowledge/skills/abilities:
- Ability to work independently and make sound decisions
- Demonstrated analytical and evaluative skills
- Track record of process improvement and driving change
- Strong interpersonal and networking skills among diverse stakeholder groups
- Excellent oral, written, and computer skills.
- High degree of ethics and integrity and good judgement and ability to anticipate and resolve problems
- Ability to plan, prioritize, and work on multiple projects while meeting deadlines and maintaining confidentiality
- Proven leadership and people development skills.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Please submit resume and letter of interest via email to David Parker at Foundation@moore.sc.edu.