**Peru State College Foundation**

**Accounting/Finance Manager Position**

Peru State College Foundation is seeking an Accounting/ Finance Manager to be responsible for overseeing the daily operation of the accounting functions of the Foundation

Responsibilities include:

* Managing and overseeing the budget, financial and investment activity of the accounting operations
* Monitoring and analyzing accounting data and produce financial reports and statements.
* Establishing and enforcing proper accounting methods, polices, procedures and internal controls
* Prepare and execute endowment agreements for scholarship donations.
* Maintain donor and capital project database
* Provide monthly reporting to the Board of Directors of all financial activity
* Account for all incoming donations, revenue, and payables
* Year-end reporting to donors
* Oversee annual audit and review of annual 990

Candidate must have strong accounting skills, be able to analyze and interpret financial statements, prepare cash flow analysis, and have a good understanding of non-profit accounting and the ability to communicate financial information to the Foundation Board, Donors and College personnel.

Experience with Accounting software, excel, and word are necessary. Bachelor’s degree required with and emphasis in Accounting and/or finance. Minimum of five years’ experience in Accounting or related field. We are an equal opportunity employer.

Send cover letter and resume postmarked by April 23, 2021 to:

Peru State College Foundation

PO Box 10

Peru, NE 68421

Or email to pscfoundation@peru.edu