**Definition of Class**
This is a supervisory professional position in which the incumbent supervises the receipting and disbursement of funds contributed to the University; prepares financial statements of the University Foundation and records and analyzes all investments of the University Foundation.

**Examples of Work Performed**
Prepares monthly, quarterly, and annual financial statements.

Prepares and presents reports to investment committees.

Develops, implements, and maintains automated record keeping systems.

Maintains and assists in managing all property gifts to foundation.

Performs legal tasks including reviewing will and trust bequests to University, planning deferred gifts and taxes, and reviewing legal documents as they are involved with the Office of University Development.

Maintains computer program for endowment accounts, and prepares quarter income distribution report.

Maintains pledge payment system.

Analyzes cash needs of foundation.

Prepares tax information.

Performs related or similar duties as required or assigned.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring department.

1. Supervises the receipt and disbursement of funds contributed to the University.

2. Prepares financial statements for the University Foundation.

3. Records and analyzes all investments of the University Foundation.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.
Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit; and use hands to finger, handle, or feel objects. The incumbent is occasionally required to stand; and walk.

Experience/Educational Requirements:

Education:
A Bachelor’s Degree from an accredited college or university.

AND

Experience:
One (1) year of experience related to described duties.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.