



Business Manager

Position Summary:

Nicholls State University Foundation, an independent 501 (c) 3 corporation that exists to support the mission of Nicholls State University, seeks a Business Manager. Key responsibilities include maintaining the financial records of the Nicholls Foundation in an accurate and timely manner and in accordance with generally accepted accounting standards applicable to not-for-profit foundations; ensure that accounting practice and procedures are followed in accordance with all federal, state and local guidelines; oversees the preparation of financial reports and budgets, prepares reports for the state and the annual auditor and assisting with some basic administrative duties.

Primary Responsibilities:

- Post deposits to appropriate general ledger and foundation funds
- Maintain check processing requirements as set forth by foundation, campus and auditing procedures
- Prepare monthly balances for all funds and budget update for review
- Prepare investment distributions of investment income, gains, losses for endowments and other investments held by the foundation
- Maintain proper accounting and reporting for all endowment accounts
- Provide support to all campus organizations with funds in the foundation
- Work with University CFO and University Controller's Office for proper state reporting
- Work with University Scholarship office to assist with amounts for all scholarships
- Prepare information for and work with CPA for annual tax return and audit
- Perform all duties to meet auditor guidelines
- Prepare correspondence for gift Thank You/Acknowledgement letters
- Coordinate Semi-Annual Foundation dinners for all members with Executive Director
- Prepare information for Quarterly Board Meetings including taking and recording minutes
- Perform other duties as requested by the Foundation Board and/or the Executive Director

Basic Qualifications:

- A Bachelor's degree is required in accounting, business administration or finance (an equivalent level of experience will be considered)
- Experience (2 or more years) functioning in a financial role. Non-profit organization preferred/Foundation and Endowment accounting knowledge/experience considered a plus.
- Strong computer skills, with experience with Quickbooks in addition to word processing, spreadsheet, and presentation software
- Understand the mission and goals of the Foundation and assist in their implementation.
- Excellent planning and follow-through skills
- Ability to complete tasks within deadlines
- Independent decision-maker and problem-solver within the Foundation's mission
- Effective networking with a wide variety of people.

To Apply, submit cover letter, resume and names and contact information of three references to:

Nicholls Foundation
Business Manager Position
PO Box 2074
Thibodaux, LA 70310

Resumes will be accepted until June 15, 2020 or until the position is filled