



Director of Finance – Clemson University Foundation

About the Clemson University Foundation

The Clemson University Foundation (CUF or Foundation), chartered in 1933, is an **independent**, not-for-profit 501(c)(3) organization that promotes the welfare and future development of Clemson University.

- CUF seeks financial support through annual gifts, capital campaigns, planned giving and other ongoing fund-raising programs.
- CUF manages and disburses assets prudently within a policy that encourages the enhancement of the resources of the Foundation.
- CUF is governed by a Board of Directors consisting of Clemson alumni and friends who share in the pride of the University's history and who are committed to its promise in the years to come.

Foundation Mission:

The mission of the Clemson University Foundation is to support Clemson University by promoting growth and stewardship of resources entrusted to us which fulfill our covenants with donors.

Foundation Vision:

The vision of the Clemson University Foundation will be long-term, stable and significant provider of resources in supporting Clemson University's goals.

Foundation Values:

In all we do, the Clemson University Foundation will conduct itself with the strictest adherence to the following core values:

- Integrity
- Transparency
- Accountability
- Donor Focus

These core values, when lived out, will inspire the confidence of our key stakeholders, create the most productive and rewarding work environment and best position the Foundation in fulfilling its vision.



To apply: Email a cover letter and resume to CUFHR@clemson.edu.

Position Description

Reports To: Chief Financial Officer

Employment Type: Full-time, Exempt

Location: Clemson, SC (Hybrid)

Salary: Commensurate with experience

Position Summary

CUF is seeking a detail-oriented and motivated Accounting/Finance professional to join its finance team. This role is integral to the organization's financial operations and ensures compliance, accuracy, and transparency. The Director will manage budgeting, financial reporting, cash flow, compliance with nonprofit accounting standards, and fiscal strategy while overseeing finance staff. Key responsibilities include assisting the CFO in managing the Foundation's day-to-day finance operations, providing guidance regarding budgets, serving as the Business Officer for the Advancement Division, and contributing to developing the long-term strategic vision for the organization. The ideal candidate will have strong financial acumen, nonprofit accounting experience, proficiency in analyzing data, and an ability to contribute to the Foundation's overall financial strategy and growth.

Key Responsibilities:

1. Financial Management: Manage Financial Activities, Accounting, and Banking

- Prepare and maintain accurate and up-to-date comprehensive financial records for the organization, including but not limited to CUF daily operations, and serving as the Business Officer for the Advancement Division.
- Work with internal partners, Accounting for Related Organizations (ARO), to oversee and support the preparation of the core nonprofit financial statements: Statement of Financial Position; Statement of Activities; Statement of Cash Flows; and Statement of Functional Expenses.
- Provide financial support to the CFO and the President/CEO, creating presentations, monitoring industry trends, and providing regular finance and operational metrics.
- Prepare quarterly Board reporting financial package, including Budget-to-Actual reports.
- Support ARO in the preparation or review of bank and general ledger reconciliations.
- Review and post various journal entries and/or prepare miscellaneous journal entries as required.

2. Budgeting and Forecasting: Manage Budgets and Cash Flow/Treasury Activities

- Assist in preparing and monitoring budgets for administrative operations.
- Analyze and monitor monthly general ledger activity. Report significant variances between actual and budgeted financial performance.
- Monitor the organization's cash flow and support the CFO in financial forecasting.
- Provide financial analysis to support decision-making and strategic planning.



3. Strategic Support: Contribute to the overall financial strategy and growth

- Contribute to developing the long-term strategic vision for the organization. Collaborate with executive leadership team and implement strategic and operational strategies.
- Support key strategic initiatives-- facilitate strategic discussion and manage strategic initiatives through policy research, benchmarking peers, interaction with board members and presentations to the board
- Establish and ensure adherence to administrative goals and objectives aligned with the strategic plan.

4. Compliance: Assist with Internal Controls and Tax and Audit Support

- Assist CFO and ARO (CUF's liaison) with external auditors for annual financial audits. Prepare required schedules and respond to auditor inquiries as needed.
- Assist CFO and ARO to develop and enforce financial policies and procedures to ensure compliance with nonprofit accounting standards (GAAP).
- Assist ARO in implementing new standards that impact the Foundation's operations and/or financial statements and discussing with auditors as needed.
- Support ARO in the preparation of annual 990 and 990T tax returns for CUF parent company and related LLCs.
- Work with ARO to estimate annual income for use in determining estimated tax payments for coming year. Communicate with tax accountants quarterly to determine estimated tax payments.
- Ensure payment of estimated tax payments for CUF parent company and related LLCs.

5. Organization Management: Enhance financial systems and processes

- Collaborate with CFO and finance team to improve operational systems, processes and policies in support of organization mission, specifically, support enhanced management reporting, information flow and management, business process and organizational planning.
- Work closely with the CEO and CFO on defining, documenting, implementing and tracking departmental operating procedures and metrics/KPIs.
- Support organizational initiatives and special projects related to finance.
- Manage and lead finance team

Education / Certification:

- Bachelor's degree in Accounting, Finance, or a related field from an accredited institution; CPA, CTP, and/or advanced degree preferred.

Knowledge and Work Experience:

- Minimum of 10 years of accounting or finance experience, preferably in a nonprofit environment.
- Proficiency in budgeting and forecasting; cash and treasury management; and nonprofit accounting standards, especially familiarity with specific requirements for nonprofit corporations in South Carolina.
- Experience with accounting software, preferably Workday, and advanced proficiency in Excel.



Leadership Skills and Competencies:

- Ability to lead a professional team.
- Excellent analytical, organizational, and communication skills.
- Proficiency in analyzing financial data to provide insights and support decision-making.
- High attention to detail, with the ability to manage multiple priorities and meet deadlines.

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Equal Employment Opportunity Statement: Clemson University Foundation is an Equal Employment Opportunity employer. We make every effort to provide fair and equal treatment based on merit in all our employment decisions, including but not limited to decisions concerning hiring, retention, promotions, working conditions, compensation, benefits, training, and all other privileges, terms, and conditions of employment. We pledge to treat all employees fairly without regard to race, color, religion, sex, sexual orientation, gender identity and/or expression, pregnancy, national origin, age, disability, genetics, military or veteran status, or any other characteristic protected by applicable law.