

ACCOUNTANT/FISCAL ANALYST II

About the Clemson University Foundation (CUF)

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.

JOB SUMMARY

Oversees the financial function for Clemson University Foundation (CUF) and the Development units, including disbursement processing and travel/credit card review and oversight. Monitors budgets and prepares monthly reports for department managers/division leadership. Prepares reports in support of financial analysis and budget planning in collaboration with division Business Officer. Perform other duties as assigned.

JOB DUTIES

Fiscal Management: Direct and monitor accounting and procurement activities, including processing vouchers and transactions in automated system. Review University procurement card activity and CUF credit card transactions for: accuracy, budget availability, use of appropriate expense codes, and submission of necessary supporting documentation. Confirm compliance with Federal, State, Clemson University, and CUF policies for fiscal transactions. Reconcile monthly budget status reports (BSRs) for Advancement departments, specifically CUF and the Development units.

Payroll Management: Serve as Lead Timekeeper, ensuring timecards and time-off requests are in the system timely and comply with CUF policies and approvals from supervisors. Process payroll actions and review paysheet reports to ensure accuracy. Maintain employee records in Payroll system.

Financial Analysis and Reporting: Prepare monthly budget-to-actual and other ad hoc financial reports as needed. Maintain audit compliant expenditure files.

Insurance Coordination: Responsible for oversight and coordination with insurance agency regarding vehicle insurance for leased automobiles and purchased golf carts, including maintaining drivers' listings.

Fiscal Support: Provide general inquiry assistance to employees on the use of automated procurement and reimbursement systems as well as policies and procedures.

Job Location: Clemson, South Carolina – HYBRID/ ON-SITE

Work Schedule: Standard Hours – 37.5/week

Expected Salary Range: (\$55,000 - \$60,000)

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

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.