**San Jose State University Research Foundation**

<table>
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<tr>
<th>Position:</th>
<th>ACCOUNTS PAYABLE MANAGER</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Finance and Accounting</td>
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<tr>
<td>IMMEDIATE SUPERVISOR:</td>
<td>Senior Manager of Accounting</td>
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<tr>
<td>POSTING DATE:</td>
<td>12/17/2018</td>
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<td>CLOSING DATE:</td>
<td>Open Till Filled</td>
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<tr>
<td>SALARY:</td>
<td>Low 70k to high 80k range per year DOQ/E Full Time (40 hours), Benefited</td>
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<td>EXEMPT STATUS:</td>
<td>Exempt (salary)</td>
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**GENERAL NATURE OF POSITION:**

The Finance and Accounting Department of the San Jose State University Research Foundation provides financial and administrative support services to researchers. These services include Purchasing, Accounts Payable, Accounts Receivable, Cashiering, Property, General Ledger and Risk Management. The Accounts Payable Department is responsible for the accurate and timely payment of: Vendor invoices; Business expense reimbursements; Travel reimbursements; Credit application processing; Form 1099 processing; Nonresident alien tax assessments; and Compliance with Federal, State, and Sponsor Agencies’ guidelines.

As a member of the Finance and Accounting team, plan, organize, and supervise the daily functions of the Accounts Payable Department. Processes and monitors accounts payable and purchasing activities of over 1,500 Sponsored Projects, Campus Programs, Board Designated Programs and Central Office accounts. Supervise Four (4) full time employees and one (1) student assistant.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Manage the processing, scheduling and prioritizing of accounts payable and purchasing functions in accordance with existing Foundation policies and procedures and generally accepted accounting principles.

2. Manage accounts payable staff, including timesheet approval and yearly performance appraisals.

3. Review check request back up documentation for validity and accuracy for payment including advances, services of consultants and independent contractors, supplies, equipment, travel, and stipend/fellowship payments. Ensure compliance with CSU, State of California and Federal OMB circulars regarding spending policies, rules and regulations.

4. Respond to Accounts Payable and Purchasing related inquiries from internal and external sources. Prepares and submits special reports.

5. Program administrator for Pcard.

6. File governmental forms 1099’s, 1042’s, 590, DE542.

7. Reconcile petty cash for all departments and SJSU auxiliary invoices.
8. Perform monthly debarment testing.

9. Manage preparation and posting of outgoing wires.

10. Prepare and reconcile audit schedules and manage auditor requests for external and CSU audits.

11. Evaluate Accounts Payable and Purchasing procedures for compliance and efficiencies and confer with the Senior Manager of Accounting and Director of Finance & Accounting in the formation and implementation of policy and procedures.

12. Perform other duties and tasks, as assigned.

INTERPERSONAL CONTACTS:

1. Reports to the Senior Manager of Accounting
2. Interacts with the internal office staff (personnel, contracts and grants, and accounting) on a daily basis.
3. Maintains a professional working relationship with project directors, faculty member, SJSU support staff, and students on all Accounts Payable matters

QUALIFICATIONS:

1) **Education**
   Bachelor’s degree in Accounting or a related filed or equivalent experience is required.

2) **Experience**
   Requirements include 5+ years of high volume accounts payable experience, processing and monitoring accounts payable, and purchasing activities. This experience must evidence increasingly responsible assignments/responsibilities. Three years of overall supervisory experience is also required. Experience with government grants or non-profit experience is highly preferred. At least three years supervisory experience. Experience with government grants preferred.

3) **Knowledge, Skills, Abilities required**
   - General knowledge of principles and methods of computerized and manual financial record keeping is required; knowledge of grant accounting and GASB preferred.
   - Demonstrated ability to coordinate varied tasks, meets deadlines, and successfully complete projects.
   - Ability to work with minimum supervision and apply initiative, and judgment in resolving problems. Ability to organize work, set priorities and meet critical deadlines with little supervision.
   - Ability to work independently; ability to communicate effectively, both orally and in writing.
   - Ability to work under pressure relationships with University administrators, independent auditors and the general public.
   - Ability to be both an effective team member and team leader.
   - Demonstrated ability to act as liaison on major issues between functional working areas. Interactions involve matter of importance where maintaining effective working relationships is a prime concern to the Foundation.
   - Demonstrated ability to communicate effectively in verbal and written form and to maintain good working relations with faculty, staff, and students.

4) **Physical Requirements**
   - Must be able to operate a PC including mouse and keyboard.
   - Must be able to operate a ten-key adding machine.
   - Must be able to operate a check-signing machine.
   - Must be able to operate a credit card processing terminal.
   - Must be able to operate general office equipment.
   - Must be able to sit for extended periods of time.
• Required visual acuity associated with concentrated computer use.

5) **Complexity of Duties**

• Works on a variety of problems of moderate scope where analysis of data or solutions requires and evaluation of intangible, variance factors. Exercises independent judgment in developing methods and evaluation criteria for achieved results.
• Work without appreciable direction on assigned projects/programs.

**PLEASE NOTE:** This position is considered a “sensitive” position by SJSURF and CSU policy. Consequently, the successful candidate must undergo and successfully complete the Live Scan (fingerprinting) background check as a condition of their employment. This background check must be completed before the actual start of employment.

**SUPERVISORY RESPONSIBILITIES:**

Partners with Human Resources in administering appropriate personnel actions including salary changes, signing timesheets, disciplinary actions, training, and performance evaluations

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

6) **Benefits**

**The comprehensive benefit package includes:**

a) Nine health insurance plans to choose from  
b) Free dental and vision for employee and eligible dependents  
c) Paid Federal & State Holidays  
d) Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer Contribution component  
e) Vacation and separate sick plans  
f) Employee Discounts  
g) Paid Training and Conferences

**APPLICATION PROCEDURE**

To apply for this position, an applicant must submit a formal application for employment, as well as a resume and a cover letter. The applicant may do this via e-mail or by regular mail. The formal employment application is located at [http://www.sjsu.edu/researchfoundation/open/Employment%20Application%20Form_new.pdf](http://www.sjsu.edu/researchfoundation/open/Employment%20Application%20Form_new.pdf)

It may also be obtained from the Research Foundation through its website at [http://www.sjsu.edu/researchfoundation/open/index.html](http://www.sjsu.edu/researchfoundation/open/index.html).

An applicant may also apply in person by visiting the Research Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). Please address your formal application, your resume and your letter of interest directly to:

San Jose State University Research Foundation  
Attn: HR/Job Code APMGR  
210 North 4th Street  
San Jose, CA 95112  
E-mail: foundation-jobs@sjsu.edu
Reasonable Accommodation:

The San Jose State Research Foundation is committed to providing access, equal opportunity and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, hiring and interviewing processes. If you are a job seeker with a physical or mental disability and require a reasonable accommodation to search, apply, or interview for a job opening or otherwise need a reasonable accommodation during the application and hiring process, please contact us at foundation-jobs@sjsu.edu. In the email message, please indicate your full name, phone number and the type of assistance required. You must not reveal the underlying medical reason for your needed reasonable accommodation or otherwise disclose confidential medical information. You may also call (408) 924-1400 from 8:00am to 5:00pm (PST), Monday through Friday, excluding holidays, to get assistance.

The Research Foundation provides excellent benefits package to benefited employees. Please visit http://www.sjsu.edu/researchfoundation/humanresources/benefits/index.html to get more details.

Research Foundation employment is separate and distinct from San Jose State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

The San Jose State University Research Foundation (SJSURF) is a non-profit auxiliary of San Jose State University. SJSURF is totally self supported. The majority of the organization’s funding comes from the federal government, and other public and private entities. With annual revenues totaling over $65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.