SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION

Position: SENIOR ACCOUNTING MANAGER

DEPARTMENT:        Finance & Accounting
IMMEDIATE SUPERVISOR:   Senior Director, Finance & Accounting
POSTED             September 22, 2017
CLOSING DATE:       Open Until Filled
SALARY:            $85,000-$95,000
STATUS:            Full-Time, Exempt

GENERAL NATURE OF POSITION: As a member of management of the Finance and Accounting department, the Senior Accounting Manager’s functional responsibility includes direction, oversight, and guidance of functional operations as described, to ensure that all transactions comply with US Office of Management and Budgets (OMB) Uniform Guidance, Generally Acceptable Accounting Principles (GAAP), Government Accounting Standards Board (GASB), Internal Revenue Service (IRS), and California State University (CSU) guidelines. He or she also proactively, effectively and productively oversees a staff of seven, including one direct report.

The Senior Accounting Manager reports to the Senior Director of Finance and Accounting. This position also contributes to functional policy updates, refinements, and development and design, and engages in organization planning.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The Senior Accounting Manager is responsible for management, oversight, direction and guidance of financial and management activities including, but not limited to, the following:

1. Provides functional direction and assignment to Accounts Payable, Purchasing, Cashiering, and Fixed Assets. Daily work activities largely center around AP, Travel, Purchase Orders (PO’s), Cashier, and Fixed Assets.
2. Oversees and assists, as appropriate, in the preparation of timely and compliant filing of financial statements, tax returns, and agency compliance reports, including Form 1099 and Form 1042.
3. Provides special focus and attention to the preparation of timely and compliant filing of corporate tax filings and submissions, including Form 990 and Form 990 T to the federal government, and CA-199 Form to the California Franchise Tax Board.
4. Reviews records and transactions to ensure compliance to generally accepted accounting principles for non-profit organizations and rules, guidelines and regulations issued by various agencies such as Office of Management and Budget circulars, sponsoring agency, IRS, and California State University System.
5. Directs preparation for, and oversees the accounting, reporting, and audit of the Research Foundation’s retirement 403(b) plan.
6. Prepares schedules for the annual and special audits.
7. Supervises the maintenance of Fixed Asset record keeping and reporting.
8. Provides day to day direction, training, guidance, development, and support to assigned staff and others, as appropriate.
9. Reviews or updates financial policies and procedures to ensure segregation of duties and compliance. Proposes appropriate re-designs of accounting and finance systems and methods to develop and maintain compliant accounting practices and methods. Other duties as assigned.
INTERPERSONAL CONTACTS:
Direct report to the Senior Director of Finance and Accounting. Interacts regularly with Central Office finance and accounting staff, Central offices staff across all levels, SJSU Faculty and staff, auditing firms, and external vendors and partners.

QUALIFICATIONS:

1)  Education and Experience
   • Bachelor’s degree in Business Administration with concentration in accounting. MBA degree preferred.
   • Must have a minimum of 8 years of progressive financial and accounting experience in a non-profit environment, preferably with an institute of higher education.
   • Eight years of demonstrated experience in a “hands-on” manager role; must be skilled in actively supervising and developing a diverse, multi-discipline function staff.
   • Experience with computerized accounting systems. Experience with Superion’s (Sungard Bi-Tech) OneSolution accounting system is preferred. Experience with the design and implementation of and/or conversion of, accounting systems highly desirable.

2)  Knowledge, Skills and Abilities required
   • Must have solid level knowledge of generally accepted accounting principles (GAAP), rules of 403(b) retirement plans, audit practices and procedures for non-profit organizations, and must know the administrative requirements for grants and agreements under OMB.
   • Demonstrated skills and ability to establish and proactively maintain effective and productive working relationships across all levels of the Research Foundation and SJSU.
   • Demonstrated experience in a leadership role involving managing multiple priorities.
   • Must have advanced level knowledge in MS Office (Excel; Word; Power Point). Cognos Report Writing is preferred.
   • Excellent oral, written, and presentation skills are required. Must be able to provide and/or actively participate in providing training.
   • Must have demonstrated skills in learning, interpreting and applying policies to accounting transactions.
   • Must be able to analyze, audit, and reconcile complex accounting records and reports to draw sound conclusions.
   • Must have the ability to prepare documentation for a variety of financial reporting requirements and for general correspondence analyzes results and draw logical conclusions.

3)  Physical Requirements:
   • Operation of basic office equipment and programs is essential.
   • Must be able to operate a PC including mouse and keyboard.
   • Ability to perform heavy data input.
   • Must be able to sit for extended periods of time.

4)  Complexity of Duties
   • Works with minimal direct supervision on all assigned projects.
   • Exercises independent judgment in the management and completion of complex set of tasks and responsibilities
   • Prepares, edits, synthesizes, and/or approves reports and important filings.

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.
SUPERVISORY RESPONSIBILITIES:
The Senior Accounting Manager oversees a staff of seven, with one direct report.

APPLICATION PROCEDURE
To apply for this position, you may submit a letter of interest and a resume or an application via email at foundation-jobs@sjsu.edu. An application and job description may be obtained from the Research Foundation web site at http://www.sjsu.edu/researchfoundation/open/index.html or by visiting the Research Foundation office. A formal application for employment will be required of all candidates who are selected for an interview. Please address your letter of interest and resume or application directly to:

San Jose State University Research Foundation
Attn: HR/Job Code SAM
210 North 4th Street
San Jose, CA 95112

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

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.

The SJSURF has implemented California State University Executive Order 1083 (http://www.calstate.edu/EO-1083.pdf). By policy, all SJSURF employees are mandated reporters for suspected child abuse or neglect and are expected to undergo formal training in accordance with the directives of the Executive Order.

The SJSURF has also implemented California State University Policy Memorandum HR 2015 – 08 (http://www.calstate.edu/HRAdm/pdf2015/HR2015-08.pdf).

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.