Position: ACCOUNTING CLERK I (FISCAL)

DEPARTMENT: Finance and Accounting, Central Office

IMMEDIATE SUPERVISOR: Accounting Manager

POSTING DATE: December 3, 2015

CLOSING DATE: December 11, 2015

SALARY: $14.00 to $15.50 per hour, DOQ/E

Full time

Benefited

EXEMPT STATUS: Non-exempt level (hourly)

GENERAL NATURE OF POSITION: As a member of the Finance and Accounting department, the incumbent will provide accounting and clerical support to the Finance and Accounting department. Assignments include, but are not limited to, account analysis, review of objects, bank account reconciliations, Sponsored Program account balance reconciliations, subcontract reconciliations, journal entries, and month-end and year-end closings.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Under the direction of the Accounting Manager and senior staff in the F&A Department:

1. Assists with accounts and object reviews and reconciliations. Will also perform Sponsored Program account balance reconciliations.

2. Performs data entries to the general journal and prepares documents for retention.

3. Reconciles bank statements for the Accounts Payable bank account and the Cafeteria Plan Administration bank account.

4. Tracks subcontract transactions, reviews accuracy of calculation and timeliness of F&A charges on such transactions.

5. Assists with annual audits by preparing audit schedules and provide supporting documents to the auditors. Assist with all other audits as needed.

6. Assists Accounting Manager with draw-downs on Letters of Credit. Assists with quarterly reconciliations report to agencies on draw-downs. Frequently gathers data from the accounting system, and creates spreadsheets and various other reports from this data, as requested.

7. Performs other duties as assigned, including but not limited to: preparing schedules for the 990 tax return, Fringe Benefits proposal, F&A proposal, NSF HERD Survey.
INTERPERSONAL CONTACTS:
1. Reports to the Accounting Manager.
2. Regular and frequent interactions with management staff and non-management personnel. Interacts with Central Office staff, banking representatives, independent auditors, project directors, faculty members, students and other vendors.

QUALIFICATIONS:
1) Education
   A minimum of two semesters of accounting education.
   A.A. Degree in Accounting or Business or equivalent education is preferred.

2) Experience
   Two years of work experience in an accounting department environment. Equivalent relevant education may be considered and substituted against this requirement.

3) Knowledge, Skills, Abilities required
   - Demonstrated strong mathematical abilities.
   - General knowledge in office methods, practices and procedures.
   - Strong knowledge of and experience in Microsoft Office applications.
   - Ability to learn, interpret and apply policies to accounting transactions.
   - Demonstrated skills in analyzing and reconciling accounting records and reports and drawing sound conclusions.
   - Demonstrated initiative and exercise of sound independent judgment within established guidelines.
   - Must be well organized, attentive to details and able to work independently.
   - Ability to work effectively and establish and maintain collaborative working relationships across all levels.

4) Physical Requirements
   - Must be able to operate a ten-key adding machine
   - Must be able to operate a PC including mouse and keyboard.
   - Must be able to operate general office equipment.
   - Must be able to sit for extended periods of time.
   - Visual acuity associated with concentrated computer use.
   - Works under general supervision on specific assignments following established policies, procedures and practices.
   - Work is subject to regular checks and review to ensure compliance with procedures.

5) Complexities of Duties
   - Works under general supervision on specific assignments following established policies, procedures and practices.
   - Work is subject to regular checks and review to ensure compliance with procedures.
   - Failure to achieve results is normally capable of being overcome without serious effect on schedules and programs.

SUPERVISORY RESPONSIBILITIES: None

APPLICATION PROCEDURE
To apply for this position, you may submit a letter of interest and a resume or an application. An application and other information may be obtained from the Research Foundation Human Resources Department, through the Research Foundation’s web site at foundation-jobs@sjsu.edu or in person by visiting the Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). An application will be required for those interviewed.
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.

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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.