Position: DIRECTOR, FINANCE AND ACCOUNTING

DEPARTMENT: Finance and Accounting

IMMEDIATE SUPERVISOR: Executive Director

POSTING DATE: January 24, 2018

CLOSING DATE: February 28, 2018

SALARY: DOQ/E
Full time
Benefited

EXEMPT STATUS: Exempt

GENERAL NATURE OF POSITION: The Director of Finance and Accounting leads a team of approximately 20 staff of professionals in the financial accounting organization. This position provides leadership and operations management for activities in support of the Research Foundation’s $65 million in annual revenues and assets. The Director ensures sound fiscal policy, budget planning, control, cash management and reporting in accordance with the California State University Auxiliary compliance standards, as well as with all other required local, state and federal agencies. The Director develops and implements financial procedures and standards. Serves as primary liaison to the Board’s Finance and Investment Committee, and serves on the organization’s IRS Section 115 Retiree Health Trust. The Director reports to the Executive Director and manages a staff of approximately 20, including Business Services, Risk Management, AP/AR, and Cash Management/endowments.

The Director also actively contributes to the strategic direction of the Research Foundation: he or she collaborates with the team of business unit Directors and the Executive Director as well as SJSU’s VP of Research in developing and implementing financial technology systems, operations policies, programs and procedures for the organization.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Leads, directs and oversees the Research Foundation’s Finance and Accounting function in keeping with the needs and competencies of the institution. Manages a department operating budget of approximately $2.3 million. Efforts in this area include implementing or modifying existing finance and accounting procedures to increase efficiencies and providing leadership and oversight to assigned professionals in finance and accounting activities.

2. Participates with senior administration in the development of procedures and policies to promote financial strategies and initiatives that support the University’s objectives. Creates and fosters an environment of support and collaboration for the University’s research community by developing strategic financial plans and programs that further and enhance research activity.

3. Provides financial and administrative leadership, management and oversight for approximately $65 million in direct and indirect revenues for contracts and grants. Ensures proper and compliant financial and other institutional reporting.
4. Establishes and maintains effective communications and cooperative working relationships with University administrators, faculty, staff, federal, state and private agencies and community partners.

5. Participates in professional conferences or meetings, as appropriate. Serve on University committees as appropriate or required.

6. Performs other duties, as assigned.

INTERPERSONAL CONTACTS: Reports to the Executive Director of the Research Foundation. Regularly and frequently interacts with AVP of Research, Provost, College Deans, Department Chairs, faculty, other university personnel, and sponsor agencies. Interacts with Central Office staff at all levels on a regular and frequent basis.

QUALIFICATIONS:

1) Education and Experience
   a. Masters’ degree in Finance, Accounting or Business required. An advanced degree such as an MBA or CPA certification is highly preferred.
   b. Must have advanced level knowledge in MS Office (Excel; Word; Power Point). Cognos Report Writing is strongly preferred. Experience with Superion’s (Sungard Bi-Tech) OneSolution system is also preferred.

2) Knowledge, Skills and Abilities Required
   a) Combination of education and experience required to perform the duties of the assigned position with demonstrated background of successful, ethical leadership.

   b) Must have a minimum of 15 years of progressive financial operations and management experience preferably in a non-profit environment, and preferably with an institute of higher education. Must also have seven or more years of demonstrated experience in a “hands-on” director level role, i.e. skilled in actively supervising and developing a diverse, multi-discipline function staff. Success with working in a culturally-diverse environment is required.

   c) Demonstrated knowledge of principles, practices and compliance rules, regulations, and policies relative to administration of federal and state grants and contracts, including knowledge of A-133 terms and conditions as well as other federal regulations governing the financial affairs for 501(c)(3) not for profit organizations.

   d) Knowledge of current financial accounting and reporting requirements for higher education (GASB and FASB). Working knowledge of methodology and preparation of indirect cost proposals including Fringe Benefits pool through the Department of Health and Human Services (DHHS).

   e) Related experience in financial management, regulatory compliance/legal matters, risk management, technology commercialization in a university, public service setting or private foundation.

   f) Must have experience working with computerized accounting systems. Experience with the design and implementation of and/or conversion of, accounting systems is highly desirable.

   g) Must possess advanced working knowledge of automated financial systems.
h) Highly effective analytical skills and negotiating skills is required

i) Must have demonstrated strong public speaking, oral and written communication skills.

j) Experience in leadership and experience working with non-profit governing boards highly preferred.

2) Physical Requirements

a) Frequent and ongoing use of a computer terminal to conduct a variety of the more advanced clerical functions and communications;

b) Periodic regular lifting, walking, and carrying of files, documents and other related materials. Incumbents must have the ability to lift and carry 25 lbs with or without aids.

c) Strength, dexterity, and coordination and/or ability to use a computer keyboard and read a video display terminal on a regular basis.

d) Ability to listen to verbal requests from customers, clients, and vendors, and to respond appropriately;

e) Frequent need to reach for items above and below desk level, sometimes with assistance of a step-stool;

f) Standing and sitting for long periods of time is periodically required.

3) Complexity of Duties

a) Works with minimal direction on all assigned projects.

b) Exercises independent judgment in the management and completion of a diverse set of concurrent tasks, including leading specific development efforts.

c) Works on complex problems where analysis of data or solutions requires an evaluation of intangible, variance factors.

d) Exercises independent judgement in developing methods and evaluating criteria for achieved results.

e) Exercises independent judgment in developing effective networks and resources.

f) Prepares, edits, synthesizes, oversees, and/or approves all manner of financial, compliance, and other reports.

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: Directly and indirectly manages a Finance and Accounting team comprised of 20 individuals. Directly manages the following positions: Director, Financial Services/Assistant Controller Treasury; Senior Manager of Accounting.

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/formsdir/Employment%20Application%20Form%202017.pdf
The Employment Application may also be obtained from the Research Foundation through its web site at 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 DIRFIN  
210 North 4th Street  
San Jose, CA  95112  
E-mail: foundation-jobs@sjsu.edu

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.

The SJSURF has implemented California State University Executive Order 1083 (http://www.calstate.edu/eo/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.