San Jose State University Research Foundation

**Position:** Director, Finance and Accounting

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>Finance &amp; Accounting</th>
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<tr>
<td>IMMEDIATE SUPERVISOR:</td>
<td>Executive Director</td>
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<tr>
<td>POSTING DATE:</td>
<td>October 4, 2019</td>
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<td>CLOSING DATE:</td>
<td>Open Until Filled</td>
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</table>
| SALARY: | Range: $145K to $155K  
Negotiable DOQ/E  
Fulltime (100%) |
| BENEFITS: | Exceptional benefits for employees and eligible dependents: Company subsidized CalPERS medical selections, 3 PPO's and 6 HMO's; company paid dental and vision insurance for employees and eligible dependents; Life, AD&D, and LTD coverage; paid federal and state holidays; a 403 (b) retirement plan with a 7% employer retirement contribution following 1 year of benefited employment, which vests immediately; for manager level employees, accrual of up to 25 days of vacation on an annual basis; stand-alone sick leave hours accumulation; and a subsidized post-retirement medical insurance plan for eligible employees. |
| EXEMPT STATUS: | Exempt |

**GENERAL NATURE OF POSITION:**
The Director of Finance and Accounting leads a team of approximately 13 exempts and non-exempt employees in the financial accounting organization. This position provides leadership and operations management for activities in support of the Research Foundation’s $59 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 directly or indirectly manages a staff of approximately 13, including Risk Management, AP/AR, and Cash Management/Treasury operations.
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.

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**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. Provides ongoing management and direction of Central Office budgets as well as the annual Research Foundation budgeting process. Is an active member and contributor in the Research Foundation leadership team. Manages a department operating budget of approximately $1.5 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.

   a) Manages the Research Foundation’s reserve budget.
   b) Provides direction and management of investments.
   c) Ensures appropriate compliance with OMB regulations, GAAP, CASB, AICPA, and the CSU.
   d) Prepares for, and actively participates and presents in, Board of Directors and Finance Committee meetings, as well as retirement plans’ meetings; RORMT meetings.
   e) Reviews and manages monthly budget reports.
   f) Provides review of overall A/P process; is the primary “wet signature” signer of checks.

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.

   a) Leads and provides overall direction and support to workflow implementation efforts, as well as other process improvement efforts.
   b) Leads and provides overall direction and support for development, implementation, and oversight of policies and procedures for Finance.
   c) Ensures that excellent customer service is extended and maintained as to PI’s and account holders, as well as internal customers.

3. Provides financial and administrative leadership, management and oversight for approximately $59 million in direct and indirect revenues for contracts and grants. Ensures proper and compliant financial and other institutional reporting.

   a) Provides overall direction, support, and management to the Research Foundation’s audits, including Uniform guidance.
   b) Manages the Moss Landing Marine Laboratories (MLML) specialized cost center.
   c) Manages the Research Foundation’s post retirement medical trust (RORMT) audit and the 403 (b) audit.
   d) Reviews and/or updates financial policies and procedures to ensure appropriate segregation of duties and compliance.
   e) Designs, proposes, and implements appropriate re-designs of accounting and finance systems and methods to develop and maintain compliant accounting practices and methods.
f) Provides formal responses for external audits and reviews, e.g. CSU; federal agencies; state agencies; IRS; etc.
g) Prepares the Research Foundation’s fringe benefit proposal each year.
h) Prepares the Indirect Cost proposal, including vacation pool implementation.

4. Establishes and maintains effective communications and cooperative working relationships with University administrators, faculty, staff, federal, state and private agencies and community partners.

5. Provides supervision and direction to Financial Analyst, the Accounts Payable Manager, the Associate Director of Finance, and the Risk Manager.

6. Participates in professional conferences or meetings, as appropriate. Serves on University committees as appropriate or required.

7. Performs other duties, as assigned.

INTERPERSONAL CONTACTS:
1) Reports to the Executive Director of the Research Foundation.
2) 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.

SUPERVISORY RESPONSIBILITIES:

Directly and indirectly manages a Finance and Accounting team comprised of 13 employees. Directly manages the following positions: Financial Analyst, Accounts Payable Manager, Associate Director of Finance, and Risk Manager.

QUALIFICATIONS:
1) Education and Experience
   • Masters’ degree in Finance, Accounting or Business required. An advanced degree such as an MBA or CPA certification is highly preferred.
   • 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.
   • Combination of education and experience required to perform the duties of the assigned position with demonstrated background of successful, ethical leadership.
   • 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.
   • Experience in leadership and experience working with non-profit governing boards highly preferred.
   • Related experience in financial management, regulatory compliance/legal matters, risk management, technology commercialization in a university, public service setting or private foundation.
• Must have experience working with computerized accounting systems. Experience with the design and implementation of and/or conversion of, accounting systems is highly desirable.

2) Knowledge, Skills, Abilities Required

• 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.
• 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).
• Must possess advanced working knowledge of automated financial systems.
• Highly effective analytical skills and negotiating skills is required.
• Must have demonstrated strong public speaking, oral and written communication skills.

3) Complexity of Duties

• Works with minimal direction on all assigned projects.
• Exercises independent judgment in the management and completion of a diverse set of concurrent tasks, including leading specific development efforts.
• Works on complex problems where analysis of data or solutions requires an evaluation of intangible, variance factors.
• Exercises independent judgement in developing methods and evaluating criteria for achieved results.
• Exercises independent judgment in developing effective networks and resources.
• Prepares, edits, synthesizes, oversees, and/or approves all manner of financial, compliance, and other reports.

4) Physical Requirements

• Frequent and ongoing use of a computer terminal to conduct a variety of the more advanced clerical functions and communications;
• 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.
• Strength, dexterity, and coordination and/or ability to use a computer keyboard and read a video display terminal on a regular basis.
• Ability to listen to verbal requests from customers, clients, and vendors, and to respond appropriately;
• Frequent need to reach for items above and below desk level, sometimes with assistance of a step-stool;
• Standing and sitting for long periods of time is periodically required.

NOTE: 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.

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BENEFITS:

The comprehensive benefit package includes:

a) Nine company subsidized CAL Pers health insurance plans to choose from (employee contributions differ according to plan and level of coverage)
b) Free dental and vision for both employee and eligible dependents
c) Life, AD&D, LTD with supplemental coverage opportunities
d) 13 paid Federal & State Holidays
e) Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer
    Contribution component, which vests immediately
f) Vacation hours accruals and separate sick hours accumulations. Note: This level position
    accrues up to 25 days of vacation on an annual basis.
g) Employee Discounts
h) Paid Training and Conferences

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.

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

It may also be obtained from the Research Foundation through its website at

An applicant may also apply in person by visiting the Research Foundation, located at
   210 North 4th Street, 3rd 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 CO DIRFIN
      210 North 4th Street
      San Jose, CA  95112
      E-mail: foundation-jobs@sjsu.edu

Reasonable Accommodation
The San José 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/healthbenefits/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.