San José State University Research Foundation

**Position:** Payroll Accountant

<table>
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<tr>
<th>DEPARTMENT:</th>
<th>Human Resources</th>
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<tr>
<td>IMMEDIATE SUPERVISOR:</td>
<td>Associate Director, Human Resources</td>
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<tr>
<td>POSTING DATE:</td>
<td>September 28, 2018</td>
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<tr>
<td>CLOSING DATE:</td>
<td>Open Until Filled</td>
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<tr>
<td>SALARY:</td>
<td>Range: High $60K to High $70K, DOQ/E, Full time (40 hours/week) Benefited</td>
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<td>EXEMPT STATUS:</td>
<td>Exempt (Salary)</td>
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**GENERAL NATURE OF THE POSITION:** The Research Foundation's Human Resources Department provides a full range of services and support that enable faculty and staff to accomplish their research and public service objectives. Services include competitive employee benefits, employee training and development opportunities, and comprehensive payroll and recruiting services.

As a member of the Human Resources team, the Payroll Accountant will perform duties, as noted below.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

a) Reconcile and then post the company payroll each semi-monthly pay period (24 pay periods per year). This includes auditing time sheet batches; running and then reviewing payroll posting reports. Review and compare timesheet data (both electronic and paper) posting reports and earnings/tax postings for process assurance.

b) Perform QA/QC of the entire Payroll process. Review all hand checks for accuracy and correct withholdings before submitting them for signature. Upload positive pay and NACHA file to the bank.

c) Respond to and resolve Payroll related issues and provide technical support to payroll technicians.

d) Create a spreadsheet for all payroll taxes due for both federal and state taxes. Reconcile all payroll tax transactions per-transaction, per-quarter, and on an annual basis. Forward to Finance for payments. Payments are due twice a week for hand checks and semi-monthly for regular payroll payments.

e) Perform tax filings for Federal (Form 941) and State taxes in all states where the Research Foundation does business. State taxes to include SUI; SDI; ETT; and State taxes. Update all withholding rates, as appropriate. Research and perform appropriate and compliant state filings in new states. This also includes reviewing the tax liability report to ensure proper and appropriate payments.

f) Prepare and submit the Research Foundation’s employment and wages data to the US Department of Labor Statistics Multiple Worksite Report (MWR) on a quarterly basis for all the locations.

g) Follow-up on un-cashed checks. Initiate replacements of stale checks and bounced direct deposits.

h) Create 403b (retirement plan) file each semi-monthly pay period to submit to retirement administrator; actively participate in the 403(b) audit by responding to auditors request for plan documentation and financials; actively assisting to file the Form 5500 report for the 403(b) plan; coordinate discrimination testing.

i) Prepare W-2’s annually, including working with our vendor and reviewing W-2s for accuracy; process corrections to W-2s; review the W-2 preparation with Associate Director; ensure that W-2’s are appropriately mailed out.

j) Prepare and actively assist in preparing and submitting information and documents that support filing of workers’ compensation reports and forms, such as Form 300. Provide reports and documentation for annual submission to insurance carrier.

k) Assist in financial and other internal or external audits.

l) Other duties and responsibilities, as assigned.
INTERPERSONAL CONTACTS:

- Reports to the Associate Director of Human Resources.
- Interacts with internal office staff (Human Resources, Contracts and Grants, and Accounting) on a daily basis. Also interacts, as appropriate, with SJSU faculty and staff, as well as vendors.

QUALIFICATIONS:

1) Education and Experience:
   a) Bachelor’s degree in Business concentrating in Accounting, Finance, or related field is required.
   b) An advanced degree or certification (e.g. CPA) preferred.
   c) Minimum 5 years of full cycle payroll experience is required, which includes creating the payroll cycle to filing taxes with federal and state agencies.
   d) Minimum 4 years of experience as a payroll accountant is preferred.
   e) Experience with ONESolution is preferred.

2) Knowledge, Skills and Abilities:
   a) Knowledge of audit practices and procedures.
   b) Solid understanding of accounting policies and practices, strong mathematical/analytical skills.
   c) Able to analyze a variety of complex regulations, apply sound judgment, draw logical conclusions, and find creative solutions to a variety of problems is necessary.
   d) Experienced in planning and tax reporting.
   e) Demonstrated skills in learning, interpreting and applying policies to accounting transactions.
   f) Highly detail oriented, initiative, resourcefulness.
   g) Excellent interpersonal, communication, and problem solving skills.
   h) Fully proficient and experienced in Microsoft applications (Word, Excel and G-mail).
   i) Able and willing to deliver friendly, courteous, prompt customer service.
   j) Ability to organize work, set priorities and meet critical deadlines with little supervision. Ability to work effectively and maintain cooperative working relationships with others.
   k) Ability to be punctual to work and be flexible during core office hours as to assignments.
   l) Basic knowledge of Generally Accepted Accounting Principles.

3) Complexity of Duties:
   a) Works on a variety of problems of complex scope where analysis of data or solutions requires an evaluation of intangible factors.
   b) Exercises independent judgment in developing methods and evaluating criteria for achieved results.
   c) Must be able to act on critical issues in an independent manner and represent the organization to tax authorities and workers compensation organizations.
   d) Inaccurate or erroneous decisions or recommendations, or failure to get results would cause additional costs, penalties and damage company reputation with largest customer (the Federal Government).

4) Physical Requirements:
   a) Typical office environment and equipment.
   b) Sit or work at a computer terminal for long periods of time on projects.
   c) Operation of basic office equipment and programs is essential.
   d) Must be able to operate a PC and office equipment.

PLEASE NOTE: This position is considered a “sensitive” assignment by Research Foundation and CSU policy. Consequently, an offer of employment for this position is strictly contingent upon the successful applicant undergoing and successfully completing the Live Scan (fingerprinting) process.
SUPERVISORY RESPONSIBILITIES:

None, though will be asked to guide, direct, or assign activities of Technicians in Payroll.

5) Benefits

The comprehensive benefit package includes:

a) Ten 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 is required to submit a formal application for employment, as well as a resume and a letter of interest. 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%201-10-18%20pdf.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, 3rd Floor, San Jose, CA (corner of St. James and North 4th Streets). In-person applicants will be provided a formal employment application to fill out. Please address your formal application, your resume and your letter of interest directly to:

San Jose State University Research Foundation
Attn: HR/Job Code PYACCT
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 501 (c) (3), 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 from 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 satisfactorily be completed 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.