San Jose State University Research Foundation

Position: GENERAL LEDGER ACCOUNTANT

DEPARTMENT: Finance and Accounting

IMMEDIATE SUPERVISOR: Senior Manager of Accounting

POSTING DATE: 5/23/2019

CLOSING DATE: Open Until Filled

SALARY: Low $60K to mid $70K range per year, DOQ/E
Full time (40 hours)
Benefited

EXEMPT STATUS: Exempt

GENERAL NATURE OF POSITION:

The Finance and Accounting Department of the San Jose State University Research Foundation provides financial and administrative support services to researchers. These services include Purchasing, Accounts Payable, Accounts Receivable, Cashiering, Property, General Ledger and Risk Management. The Accounts Payable Department is responsible for the accurate and timely payment of: Vendor invoices; Business expense reimbursements; Travel reimbursements; Credit application processing; Form 1099 processing; Nonresident alien tax assessments; and Compliance with Federal, State, and Sponsor Agencies’ guidelines.

As a member of the Finance and Accounting team, maintain records necessary for proper accounting and control of all Foundation owned property; perform bank, investment and credit card reconciliations. Facilitate month-end and year-end procedures. Provide support for all audits.

ESSENTIAL DUTIES & RESPONSIBILITIES: Include, but may not be limited to, the following:

1. Responsible for the reconciliation of the Foundation’s bank, investment and credit card statements.

2. Research stale dated checks.

3. Prepare and/or enter journal entries for month, quarter and year end.

4. Reconcile balance sheet accounts on a monthly basis. Investigate and correct errors. Prepare special analysis or studies as may be requested.

5. Assist in the preparation of financial statements, schedules for the annual audit and various reports to meet the managerial needs of the Foundation.

6. Assist with the design and implementation of workflow for the finance department to streamline processes.

7. Responsible for submitting positive pay and ACH files to the bank, placing stop payments, researching returned and outstanding checks and handling all credit card disputes.
8. Processing any direct online payments.
9. Perform other tasks and duties, as assigned.

INTERPERSONAL CONTACTS:
1. Reports to the Sr. Manager of Accounting; under general direction perform such actions as may be necessary to fulfill assigned responsibilities.
2. Interacts with central office staff, government agencies, bank or investment company representatives, independent auditors, and other vendors.

QUALIFICATIONS:

1) Education
   Bachelor’s degree in Business Administration with a concentration in accounting or finance or equivalent is required.

2) Experience
   Minimum of three years progressive responsibility for accounting and financial record keeping. Experience with non-profit or governmental accounting preferred.

3) Knowledge, Skills, Abilities required
   a) Thorough knowledge of generally accepted accounting principles, and audit practices and procedures.
   b) Strong skills in working with expenses, accounting and ability to reconcile accounts.
   c) Excellent communication skills both verbal and written, in English.
   d) Ability to organize work, set priorities and meet critical deadlines with little supervision.
   e) Must be a strong team player, highly motivated and able to work under pressure during peak periods.
   f) Intermediate-Advanced Excel skills.
   g) Hand-on experience with personal computers, computerized accounting systems and Microsoft office.

4) Physical Requirements
   a) Must be able to operate a ten-key adding machine.
   b) Must be able to operate a PC including mouse and keyboard.
   c) Must be able to operate general office equipment.
   d) Must be able to sit for extended periods of time.
   e) Visual acuity associated with concentrated computer use.

5) Complexity of Duties
   a) Works on problems of moderate scope and complexity.
   b) Exercises judgment within defined procedures and practices to determine appropriate actions.
   c) Works under general supervision on specific assignments.
   d) Work is subject to regular checks and review to ensure compliance with procedures.

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 employment.

SUPERVISORY RESPONSIBILITIES:

None, though will be asked to guide, direct, or assign activities of Accounting Clerks and Technicians.
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.

6) Benefits

The comprehensive benefit package includes:
   a) Nine 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 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%201-10-18%20pdf.pdf

It may also be obtained from the Research Foundation through its website 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 GLACCT
210 North 4th Street
San Jose, CA  95112
E-mail: foundation-jobs@sjsu.edu

Reasonable Accommodation:
The San Jose 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.