POSITION DESCRIPTION

Position Title: Accounts Payable Accountant
Department: The Tower Foundation of San Jose State University
Reports To: Accounting Manager
Salary: 54,100 - $65,625
Exempt Status: Full-Time Benefited, Non-exempt
Posting Date: February 13, 2020
First Screening Date: March 13, 2020

The Tower Foundation of San Jose State University ("Tower") is SJSU’s foundation dedicated to philanthropy. Established in 2005, it is responsible for stewarding the university's endowment, building a culture of philanthropy among its alumni and providing the highest quality service to the university community.

General Nature of Position:
Reporting to the Accounting Manager, the Accounts Payable (A/P) Accountant is responsible for all processes and work-flow related to Accounts Payable and assists with other accounting functions including audits. Superior Excel, communication skills, and organizational skills to handle multiple work priorities, are required.

Essential Duties and Responsibilities:
1. Payment processing. Comprehensive and thorough review, audit and processing of Accounts Payable invoices, release time requests and check requests in accordance with the established guidelines of the Tower Foundation, SJSU and CSU policies. Reviews invoices, travel claims and check requests for proper account codes, authorized signer, account balances, appropriate receipts and documentation. Reviews independent contractor agreements for completeness and adherence to Tower Foundation policies.
2. Purchase order processing. Reviews purchase order requests for proper account codes, authorized signer, account balances, and appropriate documentation. Prepares and submits purchase orders.
3. Scholarship processing. Reviews scholarship requests, confirms enrollment, citizenship status, and approval to pay from Financial Aid Office.
4. Maintains the vendor records. Obtains W-9 form as necessary.
5. Maintains the logs on Gift Card and Cash Advance. Reconciles the Cash Advance on a quarterly basis.
6. Reviews the encumbrance and disencumbrance.
7. Responds to questions and makes calls regarding billing problems. Researches and resolves any Accounts Payable issues.
8. Prepares schedules and reconciles payments made to the University, including for library books and fixed assets.
10. Responsible for calculations of IRS 1042 reporting on nonresident alien taxes.
11. Assists in reviewing the IRS 1099-MISC tax form.
12. Additional duties may be assigned as required.

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to
perform the essential functions. This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

1. **Knowledge, Skills and Abilities**
   a. Knowledge of, or the demonstrated ability to quickly learn and apply a variety of federal, state, IRS, CSU, and SJSU policies and procedures. Ability to analyze, interpret, and implement a variety of written rules, regulations, and guidelines.
   b. Ability to handle multiple work priorities in a timely manner; plan, organize and independently perform the day-to-day work under time-sensitive deadlines with minimal supervision.
   c. Strong analytical skills.
   d. Must have excellent oral and written communication skills.
   e. Strong skills in use of MS Office products with particular expertise in Excel.
   f. High level of initiative, attention to detail and exceptional organizational skills.
   g. Ability to maintain confidentiality and appropriately handle sensitive communications with employees, customers, the campus community and external agencies.
   h. Excellent interpersonal skills to develop and maintain cooperative and productive working relationships with colleagues, faculty, and representatives of various organizations and agencies. Must possess excellent customer service skills.

2. **Education and experience**
   a. A bachelor’s degree in Accounting preferably with 3 – 5 years of relevant experience; additional relevant professional experience over the minimum may be substituted for a 4-year degree.

3. **Environmental Conditions**
   a. This is a typical office environment with standard equipment and tasks. Position requires work at a computer for long periods of time. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

4. **Complexity of Duties**
   a. Requires the ability and knowledge to perform complex, difficult tasks.

**SUPERVISORY RESPONSIBILITIES:**
This position has no supervisory responsibilities.

**APPLICATION PROCEDURE**

To apply for this position, submit a resume and letter of interest to towerhr-group@sjsu.edu.

*Tower Foundation is not a visa sponsoring organization.*

Tower Foundation employment is separate and distinct from San Jose State University or State of California employment. Tower Foundation is an Equal Opportunity Employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran’s status, consistent with all applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose.