Position: Accountant/Analyst, Green Ninja Project

DEPARTMENT: Meteorology and Climate Science, College of Science

IMMEDIATE SUPERVISOR: Project Director

POSTING DATE: September 15, 2015

CLOSING DATE: September 22, 2015

SALARY: Range: $40 to $43 per hour, DOE/Q
Full time
Benefited

EXEMPT STATUS: Non Exempt (hourly)

This position is for 9 to 12 months, full-time, and is a non-academic appointment with the San Jose State University Research Foundation. Continuation of the position depends upon availability of federal funding/grant and annual renewal.

The Green Ninja Project is a multi-platform climate science education initiative that is driven by a strong collaboration between faculty members and students across various departments, including Meteorology and Climate Science; Geology; Computer Science; Science Education; Primary Education; Television, Radio, Film and Theatre; and Animation and Illustration. By blending science, engineering and the arts, the Green Ninja Project aims to become a nationally recognized icon for education and action on climate change.

GENERAL NATURE OF POSITION: Under the general supervision of the Project Director, the incumbent will ensure sound fiscal policy, budget planning, control, cash management and reporting for the Green Ninja Project in accordance with the California State University auxiliary compliance standards, and other required local, state and federal agencies. The Incumbent will ensure that all Project records meet generally accepted accounting principles and sponsor agencies’ guidelines.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Prepares financial statements, schedules for audits and various reports to meet the managerial needs of the Project. Prepares month-end and year-end processing and schedules.

2. Performs record keeping functions for Project-owned assets. This includes identification, recording acquisition, depreciation and disposal of property and equipment. Prepares all accounting entries related to property and equipment in the Foundation’s fixed assets subsystem.

3. Reconciles various general ledger accounts with computer-produced data reports on a monthly basis. Investigates and correct errors. Prepares special analysis or studies as may be requested. Maintains and distributes chart of accounts, object code, department code and other related table listings form the financial information system.

4. Verifies that transactions are recorded properly. Makes appropriate adjusting entries where necessary. Performs month and year-end system maintenance.
5. Maintains and prepares reports and journal entries.

6. Assists in maintaining insurance coverage, processing claims and obtaining certificates of insurance as needed.

7. Performs other duties as assigned, including but not limited to, gathering data from the accounting system, creating spreadsheets and reports using graphics, and authoring appropriate communications.

INTERPERSONAL CONTACTS:

1. Reports directly to and receives general supervision from the Project Director.
2. Interacts daily with Project staff, students and families, school site teachers, college students, university staff, school-site administrators, industry personnel and school personnel.

QUALIFICATIONS:

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

2) Experience
   - Five or more years of progressive responsibility for accounting and financial record keeping. Prefer experience with computerized accounting payroll services or in-house payroll. Prefer knowledge of nonprofit and fund accounting principles.

3) Knowledge, Skills, Abilities required
   - Thorough knowledge of generally accepted accounting principles.
   - Demonstrated skills in learning, interpreting and applying policies to accounting transactions.
   - Knowledge of audit practices and procedures.
   - Strong mathematical ability
   - Ability to prepare documentation for a variety of financial reporting requirements
   - Ability to organize work set priorities and meet critical deadlines with minimum supervision. Ability to establish and maintain effective and cooperative working relationships across all levels.
   - Ability to effectively utilize Microsoft Office software (Word, Access and Excel).

4) Physical Requirements
   - Must be able to operate a PC including mouse and keyboard.
   - Must be able to operate general office equipment.
   - Must be able to sit for extended periods of time.
   - Visual acuity associated with concentrated computer use.
   - Must be able to access and work in confined spaces during inventory tagging and counting.
   - Must be able to lift up to 30 lbs.

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

SUPERVISORY RESPONSIBILITIES: None
APPLICATION PROCEDURE

To apply for this position, you may submit a letter of interest and a resume or an application. An application and other information may be obtained from the Research Foundation Human Resources Department, through the Research Foundation’s web site at foundation-jobs@sjsu.edu or in person by visiting the Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). An application will be required for those interviewed.

San Jose State University Research Foundation
Attn: HR/Job Code GNAcct
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

The San Jose State University Research Foundation is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

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.