

San José State University Research Foundation

Position: Senior Financial Analyst

DEPARTMENT:	Finance & Accounting
IMMEDIATE SUPERVISOR:	Director of Finance & Accounting
POSTING DATE:	November 2, 2020
CLOSING DATE:	Open Until Filled
SALARY:	\$85,000 - \$95,000
EXEMPT STATUS:	Exempt, Full Time, Benefited

GENERAL NATURE OF POSITION

The SJSU Research Foundation partners with the SJSU Office of Research to assist faculty in the pursuit of external funding for sponsored research, service projects, and other discretionary activities. This role will report to the director of Finance & Accounting and as such will be involved in a variety of projects across the organization conceive to help improve efficiencies, effectiveness and long term sustainable growth. Some of these initiatives will be managed by the senior financial analyst in an ongoing manner. Others will be one-time special projects. All of them will involve collaboration with the leaders of the Research Foundation. Most of them will be financial in nature and as a result there will be close working relationship with the financial and accounting department. Additionally, the role will work with the OSP department, the central coordination point for all grants and contracts that works closely with principal investigators (PIs) in the submission of proposal and management of awards, as well as the Research Foundation HR and ITSS departments.

As a member of the Finance & Accounting Department, the senior financial analyst will function as the Research Foundation's chief budget manager and assist department managers as they develop budgets, interpret results, make ongoing adjustments and report results based on these indicators. In addition, the incumbent will be instrumental in the assembly of the monthly financial review and reporting process. The analyst will also make recommendations for performance metrics, monitor departmental and group results and report to management. In addition, the incumbent will be expected to also provide analysis of other trends and projections designed to help inform decision making.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Facilitate the executive director's monthly business meeting for Research Foundation management
2. Manage the Research Foundation's annual budgeting process to include input and ensure understanding of all departments and the management team.
3. Develop monthly monitoring and reporting tools to track departmental and Research Foundation performance against budget.
4. Compare actual to budgeted results at the end of each reporting period. Analyze and report on significant variances and causes of those variances. Update the budget model as requested to account for significant changes in the business environment.
5. Maintain and update the budgeting policies and procedures manual.
6. Initiate, analyze, and submit for review the F&A distribution models/projects on a quarterly basis.
7. Track and monitor actual expenditures versus projected budgets, using Adaptive Insights, Central Square, and Excel spreadsheets for the analysis and tracking in support of department managers.
8. Actively supports Self Support Programs like the Timpany Center, I-House, and the School of Marine Science operations.
9. Develop the RF Dashboard of key performance indicators to provide real-time update of operating results, and maintain RF Business Quick Facts synopsis of key performance factors and trends.

10. Actively assist in providing month end close and audit support to the Finance team and communicating accounting and reporting issues to regulatory agencies by reviewing, analyzing, and preparing supporting documents and other related materials.
 11. Prepared financial and operational analysis and research on cost saving performance measures.
 12. Participate and lead where necessary in process improvement and automation projects and initiatives.
 13. Assist in preparing and providing data and reports for all Research Foundation Board of Directors meetings. Draft and prepare reports based on specific instructions.
 14. Prepare various periodic standard and ad hoc reports from Central Square, and Adaptive Insights for RF Management, funding partners, or regulatory agencies.
 15. Assist in an ERP analysis and evaluation to determine if the Central Square system is adequate for the future of the Research Foundation. If not, then help coordinate the planning, training, and implementation effort of a replacement.
 16. Work with executive director to identify and/or recommend special RF optimization projects.
 17. Other duties and tasks as assigned.
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INTERPERSONAL CONTACTS

- Reports to the director of Finance and Accounting.
 - Interacts with internal office staff (Office of Sponsored Programs, Human Resources, and ITSS) on a daily basis.
 - Also interacts, as appropriate, with SJSU faculty and staff, as well as with outside local, state, and federal agencies. Also interacts with auditors, as appropriate.
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QUALIFICATIONS

1. Education

- Bachelor's degree (B.A. /B.S.) from a 4-year college or university, with emphasis in accounting, finance, business, or related field, is required.

2. Experience

- Five plus years' experience in finance, preferably in a complex financial analysis capacity.
- Five years' experience in forecasting and budget building & analysis
- One years' experience in project management, including coordinating with multiple internal and external partners to complete projects on time.
- Three years' experience in budget preparation and contractual negotiations.
- Experience in promoting a culturally competent and diverse work environment.

3. Knowledge, Skills, Abilities required

- Working knowledge of GAAP (Generally Accepted Accounting Principles).
- Solid working knowledge of Federal/State sponsored programs administration, and Central Square and Adaptive Insights is highly desirable.
- Accuracy in development of complex budgets.
- Thorough knowledge of current computer and office automation equipment and software required. Proficient in Internet research, MS Office, spreadsheets or other applicable software packages.
- Excellent communication and writing skills is essential.
- Excellent interpersonal skills to develop and maintain cooperative and productive working relationships with Foundation colleagues, faculty, and representatives of various organizations and agencies.
- Ability to prioritize tasks, to work independently, to maintain confidentiality, and to take initiative to improve upon current operations.
- Ability to work in an unusually fast paced environment, and handle multiple deadlines and tasks with diplomacy under pressure.
- Excellent judgment, independent creative problem solving skills, and attention to details.

4. Physical Requirement

- Must be able to operate a PC including mouse and keyboard.
- Must be able to operate general office equipment.
- Must be able to sit and stand for extended periods of time.
- Visual acuity associated with concentrated computer use.

5. Complexity of Duties

- Works on a variety of problems of complex scope, where analysis of data or solutions requires an evaluation of intangible, variance factors. Exercises independent judgment in developing methods and evaluating criteria for achieved results.
- Must be able to act on critical issues in an independent manner.
- Erroneous decisions or recommendations, or failure to get results would cause additional costs and personnel, and serious delays in overall schedule.

SUPERVISORY RESPONSIBILITIES

No formal supervisory responsibilities, though will project lead and advise.

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

The Research Foundation provides excellent benefits package to benefited employees. Please visit [Benefits & Compensation page](#) to get more details.

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. This background check must be completed before the actual start of employment.

APPLICATION PROCEDURE

To apply for this position, an applicant must submit an [employment 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 on the Research Foundation website on the [Forms page](#).**

Please address your formal application, your resume and your letter of interest directly to:

San José State University Research Foundation
Attn: HR/Job Code: **Sr FA**
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.

Research Foundation employment is separate and distinct from San José State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

The San José State University Research Foundation (SJSURF) is a non-profit auxiliary of San José 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 JOSÉ 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.

