

# San José State University Research Foundation

**Position: Accounts Payable Specialist**

**DEPARTMENT:** Finance & Accounting

**IMMEDIATE SUPERVISOR:** Accounts Payable Manager

**POSTING DATE:** 11/13/2020

**CLOSING DATE:** Open Until Filled

**SALARY:** \$25.00 - 28.00 per hour

**BENEFITS:** Exceptional benefits for employees and eligible dependents: Company subsidized CalPERS medical selections, 3 PPO's and 7 HMO's; company paid dental and vision insurance for employees and eligible dependents; Life, AD&D, and LTD coverage; paid federal and state holidays; a 403 (b) retirement option with a 7% employer retirement contribution following 1 year of benefited employment, with immediate vesting; vacation accruals and a stand-alone sick leave hours accumulation; and a subsidized post-retirement medical insurance plan for eligible employees.

**EXEMPT STATUS:** Non Exempt (Hourly)

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## GENERAL NATURE OF POSITION

The Finance and Accounting Department of the San José 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, this position will be responsible for processing and coordinating the daily function of the Accounts Payable Department. The Accounts Payable Specialist will provide financial, administrative, and clerical support by ensuring payments are completed and expenses are controlled by receiving payments, processing, verifying, and

reconciling invoices according to established policies and procedures in an efficient, timely, and accurate manner.

We are seeking an experienced candidate who can analyze expense reports to assign payments to the proper Research Foundation accounts, work with vendors to resolve past due invoices and reconcile monthly statements.

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## ESSENTIAL DUTIES & RESPONSIBILITIES

Under the guidance of the Accounts Payable Manager, employee assists in the following:

1. Enter and process invoices, expense reimbursement, advances, stipend, purchasing and other check requests for accuracy and prepare for payment.
  2. Follow up, review and reconcile travel and cash advances, project petty cash funds, and reimbursements for compliance with Foundation policy.
  3. Performs the day-to-day accounts payable in accordance with existing Foundation policies and procedures and generally accepted accounting principles.
  4. Ensure compliance with OMB, CSU, State of California and Federal spending policies, rules and regulations.
  5. Research incomplete documentation received from vendors and/or Foundation customers for reconciliation and/or to fulfill requirements for proper back up documentation.
  6. Work with SJSU on payments and reconciliations of SJSU invoices.
  7. Process SJSU invoices for stipends.
  8. Scan and index accounts payable documentation into cloud storage database.
  9. Serve as second back-up for cashiering duties including receiving deposits, preparing deposits and petty cash.
  10. Other duties as assigned by management.
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## INTERPERSONAL CONTACTS

- 1) Reports to the Accounts Payable Manager of the Finance and Accounting Department.
  - 2) Frequently works and interacts with department staff and managers, other Research Foundation co-workers and university faculty and administrators.
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## SUPERVISORY RESPONSIBILITIES

None.

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## QUALIFICATIONS

- 1) Education and Experience
  - Bachelor's degree in Accounting, Finance, or related discipline (preferred).
  - Minimum of three years of high volume full cycle Accounts Payable experience required.
  - One year of experience in a university auxiliary environment or similar environment preferred.
- 2) Knowledge, Skills, Abilities Required
  - Thorough knowledge of applicable accounts payable/general ledger systems and procedures and financial chart of accounts.

- Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately.
- Strong attention to detail and accuracy of information.
- Proven ability to demonstrate organization, meet tight deadlines, and prioritize workload to achieve results.
- Knowledge of Accounts Payable best practices.
- Excellent, written and verbal communication skills.
- Ability to work effectively and maintain cooperative working relationships with others.
- Working knowledge of current computer and office automation equipment.
- Proficient in MS Office (Word, Excel) and computerized accounting software (preferably experience with Central Square Technologies).
- Ability to use initiative and sound independent judgment within established guidelines.
- Ability to organize work, set priorities and meet critical deadlines with little supervision.

### 3) Complexity of Duties

- Works under general supervision on specific assignments following established policies, procedures and practices.
- Work is subject to regular checks and review to ensure compliance with procedures.
- Failure to achieve results is normally capable of being overcome without serious effect on schedules and programs.

### 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 push, pull, carry, or lift up to 20 lbs., with or without aids.

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**NOTE:** 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.

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**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.**

### BENEFITS

**The comprehensive benefit package includes:**

- a) Ten Health Insurance Plans to choose from, under the umbrella of CalPERS
- b) Dental and vision coverages for employee and their eligible dependents at no cost to monthly cost to employee
- c) Paid Federal & State Holidays (13)
- d) Retirement Plan: features both a 403(b) Employee Deferred plan and a 403(b) employer-only contribution plan.
- e) Separate vacation accruals and sick leave hours accumulations.
- f) Paid Training and Conferences
- g) Pay for Performance annual process featuring increases, as appropriate

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

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#### 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. The formal employment application is located on the Research Foundation website on the [Forms page](#). **Due to the COVID-19 health crisis, all candidates must submit their application materials via the [foundation-jobs@sjsu.edu](mailto:foundation-jobs@sjsu.edu) email address. Please be sure to include the HR job code of: AP Specialist on the formal employment application.**

#### 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](mailto: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.

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