

# San José State University Research Foundation

## **Position: GL Accountant**

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| <b>DEPARTMENT:</b>           | <b>Finance and Accounting</b>            |
| <b>IMMEDIATE SUPERVISOR:</b> | <b>Accounting Manager</b>                |
| <b>POSTING DATE:</b>         | <b>November 23, 2021</b>                 |
| <b>CLOSING DATE:</b>         | <b>Until Filled</b>                      |
| <b>SALARY:</b>               | <b>\$62,000-\$75,000 annually, DOQ/E</b> |
| <b>EXEMPT STATUS:</b>        | <b>Exempt, Full-Time, Benefited</b>      |

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### **GENERAL NATURE OF POSITION:**

As a member of the finance and accounting team, maintain records necessary for proper accounting and control of general ledger transactions. Assist with accounts receivable function and maintain proper accounting of all SJSU Research Foundation (SJSURF) owned property.

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### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Review and approve invoices to customers based on terms and conditions of sponsored programs, as well as other activities that require invoicing. Follow up on collections of past due invoices; make collection calls if necessary. Prepare ONR and IP invoices.
  2. Manage fixed assets and reconcile fixed asset schedules.
  3. Make appropriate adjusting journal entries where necessary. Interact with other departments to maintain the Foundation's accounting practices & methods.
  4. Assist in the preparation of financial statements and schedules for the annual audit and special audits.
  5. Assist finance department to streamline processes.
  6. Perform other tasks as assigned by the controller and director of finance.
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### **INTERPERSONAL CONTACTS:**

- Reports to the accounting manager; under general direction perform such actions as may be necessary to fulfill assigned responsibilities
  - Interacts with central-office staff, federal-sponsored agencies, and private sponsors.
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### **SUPERVISORY RESPONSIBILITIES:**

None

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## **QUALIFICATIONS:**

### **1) Education and Experience**

- Bachelor's degree in Business Administration with a concentration in accounting.
- Prefer five years of accounts receivable experience in a sponsored program/grant administration environment.
- Six years of progressive responsibility for accounting and financial record keeping. Hands on experience with computerized accounting services.
- Ability to supervise and direct assistant to perform required tasks.

### **2) Knowledge, Skills, Abilities Required**

- Thorough knowledge of generally accepted accounting principles. Knowledge of non-profit accounting principles preferably related to federal government grant regulations including OMB circulars.
- Knowledge of statistical and mathematical manipulation and presentation of data and of computerized information systems.
- Familiar with audit practices and procedures. Preferably with prior experience in support federal auditing standards including Single Audit requirements.
- Demonstrate skills in analyzing, auditing, and reconciling complex accounting records and reports and drawing sound conclusions.
- Demonstrate skills in using initiative and sound independent judgment within established guidelines.
- Ability to prepare documentation for a variety of financial reporting requirements and for general correspondence, ability to analyze results and draw logical conclusions.
- Ability to organize work, set priorities, and meet critical deadlines with little supervision.
- Ability to work effectively and maintain cooperative working relationships with others.
- Ability to effectively utilize Windows based software, including Microsoft's Word and Excel programs.
- Strong reconciliation ability.

### **3) Complexity of Duties**

- Must be able to communicate with tact and diplomacy.
- Must be able to act on and or know when to escalate critical issues in an independent manner.

### **4) Physical Requirements**

- Must be technologically adept and able to operate a PC and other office equipment.
- Must be able to sit for long periods of time.
- Must be willing to work extended hours during year end and audit time.

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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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## **BENEFITS**

The SJSU Research Foundation provides excellent benefits package to benefited employees. **The comprehensive benefit package includes:**

- a) Nine company subsidized CalPERS health insurance plans to choose from (employee contributions differ according to plan and level of coverage).

- b) Employer paid dental and vision for both employee and eligible dependents.
- c) Life, AD&D, LTD with supplemental coverage opportunities.
- d) Thirteen paid federal and state holidays.
- e) Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer contribution component, which vests immediately.
- f) Vacation hour accruals and separate sick hour accumulations.
- g) Employee discounts.
- h) Paid training and professional development conferences.

Please visit the [Benefits & Compensation page](#) on the SJSU Research Foundation website for more detailed information.

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### COVID-19 VACCINATION POLICY

As required by the CSU Vaccination Policy, all new hires must be fully vaccinated against COVID-19 starting on September 30, 2021. Fully vaccinated means it has been 14 days after the second dose of the Pfizer or Moderna vaccine has been given, or it has been 14 days after the one dose of the J&J vaccine has been given. Proof of being fully vaccinated does not need to be disclosed until a job offer has been made, and proof must be submitted after the acceptance of the job offer.

New hires may request a reasonable accommodation of the COVID-19 vaccination requirement based on medical or religious reasons. New hires must submit their request for an accommodation form after they accept the job offer, and before their scheduled start date. The reasonable accommodation provided for the employee, if any, will depend on the employee's job and the applicable facts, but it may include weekly COVID-19 testing. New hires who do not submit, before their scheduled start date, proof of being fully vaccinated or a request for reasonable accommodation will have their job offer revoked.

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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**

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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 SJSURF website on the [Forms page](#). **Due to the COVID-19 health crisis, all candidates must submit their application materials to [foundation-jobs@sjsu.edu](mailto:foundation-jobs@sjsu.edu).**

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

San José State University Research Foundation  
Attn: HR/Job Code: **GL ACCT CO**  
E-mail: [Foundation-jobs@sjsu.edu](mailto:Foundation-jobs@sjsu.edu)

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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## REASONABLE ACCOMODATION

The San José State University Research Foundation (SJSURF) is committed to providing access, equal opportunity, and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, interviewing, and hiring 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.

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## ABOUT THE SJSU RESEARCH FOUNDATION

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

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.

**SJSURF 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.

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