

# San José State University Research Foundation

**Position:** Accounts Payable Specialist

DEPARTMENT: Finance and Accounting

IMMEDIATE SUPERVISOR: Account Payable Manager

POSTING DATE: February 10, 2022

CLOSING DATE: Open Until Filled

SALARY: \$25.00 – 28.00 per hour

EXEMPT STATUS: Full-time, Non-Exempt (hourly), Benefited

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## GENERAL NATURE OF POSITION

The Finance and Accounting Department of the San José State University Research Foundation (SJSURF) 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. Responsible for void payments and re-entry of any related invoices.
3. Processing of daily cash receipts.
4. Performs the day-to-day accounts payable in accordance with existing Foundation policies and procedures and generally accepted accounting principles.
5. Ensure compliance with OMB, CSU, State of California, and Federal spending policies, rules, and regulations.

6. Research incomplete documentation received from vendors and/or Foundation customers for reconciliation and/or to fulfill requirements for proper backup documentation.
  7. Scan and index accounts payable documentation into cloud storage database.
  8. Assist other team members as required.
  9. Other duties as assigned by management.
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#### INTERPERSONAL CONTACTS

- Reports to the Accounts Payable manager of the Finance and Accounting Department.
  - 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

No supervisory responsibilities.

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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) 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.

##### 4) 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.
  - Able to work well under pressure, without becoming overwhelmed, while meeting schedule and program deadlines.
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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. **Additionally**, 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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## BENEFITS

SJSURF 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) 14 paid federal & state holidays.
- e) Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer contribution component, which vests immediately.
- f) Vacation hours accruals and separate sick hours accumulations.
- g) Employee discounts.
- h) Paid training and professional development conferences.

Please visit [Benefits & Compensation page](#) to get more details about benefits package offered by SJSU Research Foundation.

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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. Additionally all employees are required to have booster shots and provide proof to SJSU by 2/28/2022 or after the six months from the final dose of the original vaccination, whichever is later. 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 to 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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## 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 formal employment application is located on the SJSURF website on the [Forms page](#). **All candidates must submit their application materials to [foundation-jobs@sjsu.edu](mailto:foundation-jobs@sjsu.edu). Please add AP Specialist to the subject line of the email.**

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, 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.

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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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