

San José State University Research Foundation

Position: Senior Financial Analyst

DEPARTMENT:	Finance and Accounting
IMMEDIATE SUPERVISOR:	Director of Finance and Accounting
POSTING DATE:	July 25, 2022
CLOSING DATE:	Open Until Filled
SALARY:	\$90,000 - \$100,000 Annually Negotiable, DOQ/E
EXEMPT STATUS:	Exempt, Full-Time, Benefited

GENERAL NATURE OF POSITION

The SJSU Research Foundation partners with the SJSU Division of Research and Innovation to assist faculty in the pursuit of external funding for sponsored research, IP portfolio management, and other discretionary activities. This role will report to the director of Finance and 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 IT departments.

As a member of the Finance and Accounting department, the senior financial analyst will function as the Research Foundation's primary 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 prepare reports for management and the Board of Directors. In addition, the incumbent will be expected to interface with university staff related to the financial relationship as an official auxiliary and the transfers/support payments between the two entities.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Manage the Research Foundation's annual budgeting process to include input and ensure understanding of all departments and the management team.
2. Develop monthly monitoring and reporting tools to track departmental and RF performance against budget.

3. 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.
 4. Maintain and update the budgeting policies and standard operating procedures.
 5. Draft and prepare data and reports for all Board of Directors meetings.
 6. Initiate, analyze and submit for review the F&A distribution model on an annual basis.
 7. Review and maintain data relating to fringe benefit calculation and annual approval process.
 8. Actively support self-support programs like the Timpany Center, I-House, and MLML marine operations.
 9. Initiate regular transfers to/from University departments.
 10. Manage the RF Dashboard of key performance indicators to provide real-time update of operating results.
 11. 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.
 12. Prepare various periodic standard and ad hoc reports for funding partners or regulatory agencies.
 13. Other duties and tasks as assigned.
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INTERPERSONAL CONTACTS

- 1) Reports to the director of Finance and Accounting.
 - 2) Interacts with internal office staff (Office of Sponsored Programs, Human Resources, and IT) on a daily basis.
 - 3) 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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SUPERVISORY RESPONSIBILITIES

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

QUALIFICATIONS

Education and Experience

- Directly relevant professional, personal and lived experience that translates into successful completion of the listed essential duties and responsibilities including:
 - a) financial analysis
 - b) budget building
 - c) project management
 - d) contractual negotiations
- Experience in promoting a culturally competent and diverse work environment.

Knowledge, Skills, Abilities required

- Attention to detail and accuracy.
- Ability to develop a schedule and plan ahead to meet known deadlines throughout the year.
- Ability to work with multiple financial systems and translate data and reports between them.
- Working knowledge of GAAP (Generally Accepted Accounting Principles).
- Excellent communication and writing skills are essential.
- Excellent interpersonal skills; ability to develop and maintain cooperative and productive working relationships with Research 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.
- Excellent judgment, independent creative problem-solving skills, and attention to details.

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.

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.

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.

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.

BENEFITS

The 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) 14 paid holidays.
- e) Retirement Plan includes employee deferrals and employer contributions, which vests immediately.
- f) Vacation hour accruals and separate sick hour accumulations.
- g) Employee discounts.

- h) Paid training and professional development conferences.
- i) Hybrid work schedule.

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

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 02/28/2022 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.

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. Please add **SR FA** 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.

REASONABLE ACCOMMODATION

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. 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.

ABOUT THE SJSU RESEARCH FOUNDATION

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.

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.