

# San José State University Research Foundation

## Position: Accounts Receivable Accountant

DEPARTMENT:	Finance and Accounting
IMMEDIATE SUPERVISOR:	Accounting Manager
POSTING DATE:	March 28, 2023
CLOSING DATE:	Open Until Filled
SALARY:	\$67,000.00 - \$71,000.00 annually, DOQ/E
EXEMPT STATUS:	Exempt, Full-Time, Benefited

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### OUR STATEMENT

The San José State University Research Foundation (SJSURF) is committed to building a work environment where everyone can show up as their own self and have an opportunity to contribute, develop, and advance in their career. Diversity, Equity, and Inclusion (DEI) are core values of the organization. We strive to attract, retain, and develop employees who reflect the community and society where we work and live. The SJSURF aims to develop a culture where everyone feels welcome, shares their views, and where differences in backgrounds and perspectives are seen as adding value.

### GENERAL NATURE OF POSITION

The accounts receivable (AR) accountant will be hands-on and able to efficiently manage the daily operations and strategic objectives of the SJSURF's billing and accounts receivable cycle through design, implementation, maintenance, and management of the accounts receivable business function and procedures from billing through the collection process.

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### ESSENTIAL DUTIES & RESPONSIBILITIES

1. Responsible for the accurate and timely handling of principal investigator (PI) and other billing activities.
2. Work closely with Office of Sponsored Programs (OSP) to obtain information to ensure records are accurate and complete and that AR ledgers and journals are up to date.
3. Properly record and apply cash, checks, and credit card receipts to outstanding invoices.
4. When necessary, interact directly with sponsors promptly to reconcile discrepancies and questions.
5. Monitor account details for non-payments, delayed payments, and other irregularities.
6. Support management by compiling and distributing timely and accurate AR information.
7. Responsible for generating the aging analysis and investigation of delinquent accounts.
8. Assist in month-end financial statement closings by providing a verified listing of the month-end billings, as well as a statement of the reconciled balances.
9. Manage the W9 process as requested.
10. Manage new supplier enrollment for new contracts as requested.
11. Identify checks or wire payments with no invoice references.
12. Responsible for archiving AR documents to OnBase.

13. Assist with the annual audit; prepare audit schedules and provide supporting documents to the auditors. Assist with all other audit requests as needed.
  14. Perform other duties as assigned, including but not limited to gathering data from the accounting system and creating spreadsheets and various reports.
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## INTERPERSONAL CONTACTS

1. Reports to the accounting manager.
  2. Contacts are regular with management staff and non-management personnel. Interacts with Central Office staff, banking representatives, independent auditors, project directors, faculty members, students, and other vendors.
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## SUPERVISORY RESPONSIBILITIES

None.

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## QUALIFICATIONS

### 1. Education and Experience

- Bachelor's degree in accounting or a related field.
- Two years of hands-on experience in AR required.

### 2. Knowledge, Skills, and Abilities Required

- General knowledge of arithmetic and general office methods, practices, and procedures.
- Ability to learn, interpret and apply policies to accounting transactions.
- Demonstrate skills in analyzing and reconciling accounting records and reports, as well as drawing sound conclusions.
- Demonstrate skills in using initiative and sound independent judgment within established guidelines.
- Must be well organized, attentive to detail, and able to work independently.
- Ability to work effectively and maintain cooperative working relationships with others.
- Strong mathematical ability.

### 3. 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 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

- Position involves discretion and exercises independent judgment within defined procedures and practices to determine appropriate actions.
- Work is subject to regular checks and reviews to ensure compliance with procedures.

**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 employment.

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**NOTE:** This position description intends to describe the general nature and level of work to be performed by the individual 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 San José State University Research Foundation (SJSURF) provides an excellent benefits package to benefited employees. **The comprehensive benefits package includes:**

- a) Four 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-hour accruals and separate sick-hour accumulations.
- g) Hybrid work environment – local central office employees work two days in the office together on Mondays and Thursdays.
- h) Employee Discounts
- i) Paid Training and 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. 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 San José State University (SJSU) by 2/28/2022 or after 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 **AR ACC** 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 the continued employment of current SJSURF employees who apply for the position.

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## REASONABLE ACCOMMODATION

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 SJSU or the state of California employment. SJSURF employees are not employees of SJSU or of the state of California.

SJSURF is a non-profit auxiliary of SJSU. 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.