

San Jose State University Research Foundation

Position: Controller

DEPARTMENT:	Finance and Accounting
IMMEDIATE SUPERVISOR:	Director of Finance and Accounting
POSTING DATE:	August 6, 2020
CLOSING DATE:	Until Filled
SALARY:	\$105,000-\$120,000 annually, DOQ/E
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:	Exempt, Full-Time

GENERAL NATURE OF POSITION:

The Finance and Accounting Department of the San Jose 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, credit application processing, form 1099 processing, and compliance with Federal, State, and Sponsor Agencies' guidelines.

As a member of Finance and Accounting's management team, the Controller's functional responsibilities includes direction, oversight, and guidance of functional operations to ensure that all transactions comply with Uniform Guidance, Generally Acceptable Accounting Principles (GAAP), Government Accounting Standards Board (GASB), Internal Revenue Service (IRS), and California State University (CSU) guidelines. This position also actively contributes to functional policy developments and updates, and engages in organization planning.

Incumbent will manage company risk and reporting, general liability and property loss claims as well as company's liability insurance. Directs, oversees, and manages all risk insurance issues that may expose the Research Foundation to litigation or insurance claims. Responsible to manage all automobile liability, fire, and property damage claims, including communications with third party vendor, attorneys, claims reviews, investigations, and negotiations of settlements and guides risk analyst in her day to day activities.

The Controller reports to the Director of Finance and Accounting.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Provides functional direction and guidance to the Accounting Manager, General Ledger Accountant and Risk Analyst.
 - Reviews and approves all journal entries submitted through automated workflow.
 - Reviews and posts cash receipts batches.
 - Reviews all bank reconciliation and monthly reconciliations.
 - Oversees the updates and maintenance of Fixed Assets recordkeeping and reporting.
 - Supervises staff in month-end closing process.
 - Responsible for preparation of 990, 990T, and HERD survey annually.
 - Responsible for management of all detail audit work, including schedules, confirmations, and auditor requests.
 - Provides review and approval of drawdowns and certifies quarterly drawdown reconciliations.
 - Assists Director of Finance and Accounting in the preparation of fringe benefit proposal and indirect cost proposal.
 - Serves on the 403 (b) retirement plan and the medical trust (RORMT) plan committees and facilitates audit of these plans.
 - Assumes administrative role during the absence of the Director of Finance and Accounting.
 - Oversees and guides Risk Analyst to manage all day to day activities in risk management area.
 - Ensures appropriate liability insurance coverage for all the Research Foundation projects as appropriate.
 - Other duties as assigned.
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INTERPERSONAL CONTACTS:

- 1) Reports to the Director of Finance and Accounting.
 - 2) Interacts regularly with Central Office finance and accounting staff, Central offices staff across all levels, SJSU Faculty and staff, auditing firms, and external vendors and partners.
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SUPERVISORY RESPONSIBILITIES

The Controller has three direct reports.

QUALIFICATIONS:

1) Education and Experience

- Bachelor's degree in Business Administration with concentration in accounting or an equivalent concentration. MBA or CPA preferred.
- Must have a minimum of 7 years of progressive financial and accounting experience in a non-profit environment, preferably with an institute of higher education.
- Must have 5 years of demonstrated experience in a hands-on manager role.
- Must have seven years of experience in Risk Management/Risk Analysis.

2) Knowledge, Skills, Abilities Required

- Knowledge of generally accepted accounting principles (GAAP), rules of 403(b) retirement plans, audit practices, financial statement preparation and procedures for non-profit organizations.
- Knowledge of the administrative requirements for grants and agreements under uniform guidance is highly preferred.
- Ability to establish and maintain productive working relationships across all levels.

- Demonstrated experience in a leadership role involving managing multiple priorities.
- Excellent interpersonal, verbal and written communication skills, planning, time management and problem-solving skills.
- Strong analytical skills and attention to detail and accuracy.
- Must be able to work without appreciable direction on assigned projects/programs.
- Proficient in Microsoft Office Suite.
- Demonstrated success in leading, developing and supervising employees.

3) Complexity of Duties

- Provide overall department supervision in absence of the director.
- 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.
- Inaccurate decisions may have a critical effect on achievement of business objectives and may result in the Research Foundation incurring excessive costs.

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 travel and work occasional weekends.

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 comprehensive benefit package includes:

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

Visit <https://www.sjsu.edu/researchfoundation/employees/benefits/index.php> for more details.

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 or by regular mail. The formal

employment application is located at <https://www.sjsu.edu/researchfoundation/employees/recruitment/index.php>.

Due to the COVID-19 health crisis, all candidates must submit their application materials via E-mail at foundation-jobs@sjsu.edu. Please use code **Controller** in the subject line when applying.

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. 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 Jose State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

The San Jose State University Research Foundation (SJSURF) is a non-profit auxiliary of San Jose 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 JOSE 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.
