

POSITION DESCRIPTION

Position Title:	<u>Accounts Payable Accountant</u>
Department:	<u>The Tower Foundation of San Jose State University</u>
Reports To:	<u>Assistant Controller</u>
Salary Range:	<u>\$31.13/hr – \$33.52/hr</u>
Exempt Status:	<u>Full-Time Benefited, Non-exempt</u>

As part of the University Advancement Division, the Tower Foundation is San Jose State University’s auxiliary organization dedicated solely to philanthropy. Established in 2005, Tower assists with the development, investment, administration and banking of all SJSU philanthropic donations while building a culture of philanthropy among its alumni and the university community.

General Nature of Position:

Reporting to the Assistant Controller, the Accounts Payable (A/P) Accountant is responsible for all processes and work-flow related to Accounts Payable and assists with other accounting functions including audits. Superior excel, communication skills, and organizational skills to handle multiple work priorities, are required.

Essential Duties and Responsibilities:

1. Payment Processing: comprehensive and thorough review, audit and processing of accounts payable invoices, release time requests and check requests in accordance with the established guidelines of the Tower Foundation, SJSU and CSU policies. Reviews invoices, travel claims, reimbursements and check requests for proper account codes, authorized signer, account balances, appropriate receipts and documentation. Reviews independent contractor agreements for completeness and adherence to Tower Foundation policies.
2. Procurement Card Program: process new card applications, monthly reconciliation, prepare journal entries, follow-up with cardholders on outstanding items, card termination, and ensure compliance with federal, state, Tower Foundation and CSU policies.
3. Purchase Order Processing: reviews purchase order requests for proper account codes, authorized signer, account balances, and appropriate documentation. Reviews the encumbrance balances monthly.
4. Scholarship Processing: reviews scholarship requests, confirms enrollment, citizenship status and approval to pay from Financial Aid Office.
5. Vendor Record Maintenance: obtains W-9 form as necessary.
6. Gift Card Logs: Maintain & reconcile gift card log.
7. Customer Service: Responds to questions and makes calls regarding billing problems. Researches and resolves any Accounts Payable issues.
8. Prepares schedules and reconciles payments made to the University, including for library books and fixed assets.
9. Responsible for calculations of IRS 1042 reporting on nonresident alien taxes.
10. Responsible for preparation and review of the IRS 1099-MISC tax form.
11. Additional duties may be assigned as required.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

1. Knowledge, Skills and Abilities

- a. Knowledge of, or the demonstrated ability to quickly learn and apply a variety of federal, state, IRS, CSU, and SJSU policies and procedures. Ability to analyze, interpret, and implement a variety of written rules, regulations, and guidelines.
- b. Ability to handle multiple work priorities in a timely manner; plan, organize and independently perform the day-to-day work under time-sensitive deadlines with minimal supervision.
- c. Strong analytical skills.
- d. Must have excellent oral and written communication skills.
- e. Strong skills in use of MS Office products with particular expertise in Excel.
- f. High level of initiative, attention to detail and exceptional organizational skills.
- g. Ability to maintain confidentiality and appropriately handle sensitive communications with employees, customers, the campus community and external agencies.
- h. Excellent interpersonal skills to develop and maintain cooperative and productive working relationships with colleagues, faculty, and representatives of various organizations and agencies. Must possess excellent customer service skills.

2. Education and experience

- a. A bachelor's degree in Accounting preferably with 3 – 5 years of relevant experience; additional relevant professional experience over the minimum may be substituted for a 4-year degree.

3. Environmental Conditions

- a. This is a typical office environment with standard equipment and tasks. Position requires work at a computer for long periods of time. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

4. Complexity of Duties

- a. Requires the ability and knowledge to perform complex, difficult tasks.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

PHYSICAL REQUIREMENTS

The physical requirements described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to operate general office equipment
- Must be able to sit and stand for extended periods of time
- Some physical labor may be required, must be able to lift a minimum of 30lbs.

REASONABLE ACCOMODATION

The Tower Foundation of San José State University 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 towerjobs@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) 924-1127 during business hours (8:00am to 5:00pm (PST), Monday through Friday, excluding holidays), for assistance.

APPLICATION PROCEDURE

To apply for this position, submit a resume and letter of interest to towerjobs@sjsu.edu

A background check must be completed satisfactorily before any offers can be finalized.

The Tower Foundation offers an excellent benefits package including medical, dental, vision, life insurance, short and long-term disability, 403B retirement, vacation and sick leave.

COVID Vaccination Policy

The CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement as a condition of employment. The system wide policy can be found at <https://calstate.policystat.com/policy/9779821/latest/>

Tower Foundation is NOT a visa sponsoring organization

The Tower Foundation of San José State is a 501c3 not-for-profit auxiliary of San José State University. Tower Foundation employment is separate and distinct from San Jose State University or State of California employment. Tower Foundation is an Equal Opportunity Employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status, consistent with all applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose.