

Position Title:	Accounting Manager
Department:	The Tower Foundation of San Jose State University
Reports To:	Controller
Hiring Range:	\$94,000 - \$100,000 annually
Exempt Status:	Exempt
Appointment:	Full-Time Benefited
Posting Date/Period:	10/5/21 until filled

The Tower Foundation of San Jose State University is SJSU's foundation dedicated to philanthropy. Established in 2005, it is responsible for stewarding the university's endowment, building a culture of philanthropy among its alumni and providing the highest quality service to the university community.

POSITION SUMMARY

Under the general supervision of the Controller, the Accounting Manager is responsible for monthly, quarterly and annual general ledger accounting; in addition to supervising other personnel, responding to account holder questions, researching problems and assisting with other accounting functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

1. Reconciliations, Research and Accounting Support

- a. Performs account reconciliation and research for Tower Foundation Controller, Chief Operating Officer, and University Advancement Division administrators as requested.
- b. Reviews the monthly bank reconciliations, ensuring they are complete and accurate, and monitors or resolves in-transit reconciling items and outstanding checks.
- c. Prepares the monthly payroll clearing reconciliation and other reconciliation as requested. Resolves with FASS for issues related to payroll clearing account.
- d. Prepares monthly schedules and reconciliation on the Spartan Athletics Center
- e. Prepares journal entries. Reviews journal entries prepared by other accounting staff as necessary.
- f. Daily review of A/P checks for accuracy, appropriate receipts, calculation of sales tax, documentation, completeness and adherence to Tower Foundation, SJSU and CSU policies.
- g. Responsible for month-end close and generating the month-end reports.
- h. Responsible for filing the Unclaimed Property with the State Controller's Office.
- i. Creates wire templates and initiates wire transfers as needed.
- j. Responds to requests for Tower invoicing and makes the necessary follow up on outstanding invoices on a quarterly basis and prior to year-end close.
- k. Creates and maintains the Tower Accounts list and Cost Center. Ensures changes are reflected correctly in the system.
- l. Serves as occasional backup in requisition processing if necessary.

2. Pledge, Bequest, Note and Charitable Trust Accounting

- a. Prepares the pledge schedule and related journal entries based upon gift agreement, donor intent, etc.
- b. Calculate net realizable value of pledges, bequests and note receivable based upon relevant accounting guidance.
- c. Performs the yearly pledge roll-forward schedule.
- d. Monitors collectability of pledges receivable.
- e. Organizes the twice a year pledge meeting between Tower Foundation Controller, Chief Operating Officer, Advancement Services Manager and AVP of Development. Apprises all at the meeting of collectability concerns. Prepares minutes related to the meeting.
- f. Prepares the journal entries for charitable remainder trust (CRT), charitable gift annuity (CGA) and pooled income fund, ensures trust accounts are reconciled and recorded at fair value. Prepares reconciliation schedules for the auditors.

3. Accounts Payable Department

- a. Train, supervise, and monitor performance of staff on all aspects of AP, including but not limited to: processing of payment requests, creation of purchase orders, preparation of faculty release-time paperwork, etc.
- b. Train and oversee the reporting of raffles to the CA Department of Justice.
- c. Train and review the filing of tax withholding on nonresident aliens.
- d. Train and review the filing of 1099-MISC, miscellaneous income.
- e. Responsible for monitoring payments made to the University and reconciling the monthly aging.
- f. Reviews the staff work on the schedules for Fixed Assets to SJSU and Tower Payments to SJSU before giving them to the Controller for year-end close.

4. Audit, Year-End Close and Internal Controls

- a. Works closely with Controller on the preparation for annual financial statement audit.
- b. Works closely with Controller on the Chancellor's Office audit.
- c. Performs control functions, recommends enhancements to internal controls, researches prevailing practices and recommends changes to foundation practices.

5. Federal and State Taxation

- a. Responsible for the preparation of Form 990 by creating supporting schedules and responding to requests for information from the tax preparer. Reviews the 990 for accuracy and completeness before it is given to the Board's (Audit Committee) approval.
- b. Prepares and files Form 8868 application for extension of time to file, if necessary.
- c. Prepares and files the quarterly CA Form 592 for Non-Resident Tax Withholding.
- d. Assists with preparation of CA Form 568 for Tower Real Estate LLC by responding to requests for information from the tax preparer.
- e. Performs other tax related functions as needed.

6. Additional duties may be assigned as required.

SUPERVISORY RESPONSIBILITIES

Responsible for supervising the A/P Accountant as well as student assistants.

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. Detailed knowledge of and experience with generally accepted accounting principles, (knowledge of Governmental Accounting Standards helpful), accounting for charitable not-for-profit entities, financial record-keeping methods, procedures, and practices, the ability to perform arithmetic functions.
- b. Thorough knowledge of office methods, practices and procedures, English grammar, business writing, punctuation and spelling.
- c. Ability to review financial documents for accuracy and completeness; ability to identify, trace and correct errors.
- d. Ability to compose and appropriately format correspondence and reports.
- e. Superior knowledge of Excel and Word. Ability to operate standard office machines, calculator, and ability to use personal computers and/or automated accounting systems. Knowledge of Blackbaud Financial Edge, FileMaker Pro, Advance Web Access (AWA) and database management desirable.
- f. Ability to perform accurately with limited oversight or direction in a detail-oriented environment.
- g. Ability to handle multiple complex work priorities, organize and plan work projects.
- h. Ability to work under time-sensitive deadlines with minimal supervision.
- i. Ability to maintain confidentiality and appropriately handle sensitive communications with employees, donors, campus customers and external agencies.
- j. Ability to quickly learn and apply a variety of federal, state, IRS, CSU, and SJSU policies and procedures.
- k. Strong oral communication skills. Must possess excellent customer service and public relations skills.
- l. Ability and knowledge to perform complex, difficult tasks.

2. EDUCATION AND/OR EXPERIENCE

A bachelor's degree in accounting and 5 years relevant experience preferred and/or equivalent accounting education, training and financial recordkeeping experience are necessary to perform the responsibilities listed above.

PHYSICAL DEMANDS

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.

APPLICATION PROCEDURE

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

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

Tower Foundation is not a visa sponsoring organization.

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.