



CAREER OPPORTUNITY

Make San José State University Your University of Choice

Position Information

Posting Date: April 29, 2008
Working Title: Financial Operations Manager
Reporting Unit: International & Extended Studies
Requisition Number: 13353
Hiring Range: Up to \$80,400 annually, *Commensurate with experience*
Excellent Benefits Package: [Management Personnel Plan\(MPP\) Benefits Summary](#)
First Screening Date: May 13, 2008
Applications received after the first screening date will be considered at the discretion of the University.
Position Classification: Classified within the Management Personnel Plan

****First screening date extended to May 19, 2008****

About the Position

International and Extended Studies (IES) coordinates continuing education and professional development programs for San José State University. Reporting to the AVP/Dean of International and Extended Studies, the incumbent's primary purpose is to serve as IES Financial Operations Manager. This hands-on manager provides professional accounting expertise and technical advice to the AVP/Dean, Associate Dean and Program Directors as well as provides supervision to subordinate staff.

The Financial Operations Manager is a member of the IES management team involved in planning, organizing and guiding activities to support the success of the organization and business. This position is accountable for a variety of responsibilities, with the primary role of being the technical finance resource for IES.

Responsibilities include, but are not limited to:

- Oversees the financial record keeping of IES; keeping accurate records and analyzing all financial data
- Maintains and/or establishes methods of monitoring all IES funds (including grant awards) to income accounts and transfers to appropriate expense accounts, assuring adherence to memorandums of understanding
- Prepares reports for senior managers and directors in making important decisions
- Acts as budget expert for IES; projects and prepares annual budget
- Supervises and manages 3-5 full time accounting analysts & technicians; overseeing accounting transactions and data processing
- Prepares and carries out CSU/SJSU/IES directives, policies and procedures

Qualifications

The ideal candidate is one who has been a top performer with a proven track record in a higher education or high tech environment and has the desire to provide excellent internal customer service.

Applicants should have:

- Bachelor's Degree in Accounting, Finance or related field with proven academic excellence
- Minimum of five years of increasingly responsible professional and/or technical accounting experience which includes two years of progressive leadership and management experience
- PeopleSoft Financials experience is desired but not required
- A valid California Driver's License at time of hire is required and must be in good standing as a driver
- Experience with negotiating and managing contractual arrangements preferred
- Ability to work with a high degree of independence in performing accounting and financial activities for IES

- Ability to identify, measure, analyze, interpret and communicate information for meeting IES goals
- Knowledge of governmental accounting practices and procedures, fund accounting and fiscal management
- Ability to supervise, train and provide technical advice to accounting personnel

Required Application Material

- Résumé
- Letter of interest
- SJSU Employment Application: [PDF version](#) [MS Word version](#)

Note to Applicant

Evidence of degree(s) or certification(s) may be required at time of hire. Every applicant who reaches the final level of interviews will be required to submit their fingerprints to the Livescan Fingerprinting Service through the University's Police Department. SJSU will pay all costs associated with this procedure.

Equal Opportunity Statement

SJSU is an Equal Opportunity/Affirmative Action 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 applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose.

For the [SJSU Annual Safety Report](http://www.sjsu.edu/safetyreport) (www.sjsu.edu/safetyreport)

Contact Information

[Human Resources](http://www.sjsu.edu/hr) (www.sjsu.edu/hr)

One Washington Square • San Jose, Ca 95192-0046

Phone: 408-924-2250 • Fax: 408-924-2257 • Email: hrsg@sjsu.edu

University Shared Values

Learning

Valuing education and promoting life-long learning.

Student and Employee Success

Placing our highest priority on academic success and personal growth.

Excellence

Setting the highest standards in all we do.

Integrity

Being honest, fair and accountable for our actions.

Diversity

Respecting diversity and recognizing the strength this factor brings to our community.

Community

Valuing collaborative relationships.