



CAREER OPPORTUNITY

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Position Information

Posting Date: May 16, 2008
Working Title: Financial Reporting Manager
Reporting Unit: Accounting and Financial Systems
Requisition Number: 13365
Hiring Range: Up to \$90,000 commensurate with experience
Excellent Benefits Package: [Management Personnel Plan\(MPP\) Benefits Summary](#)
First Screening Date: May 30, 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

About the Position

The Accounting and Financial Systems Department is responsible for the university's external financial reporting, including preparation of financial statements in accordance with generally accepted accounting principles. The department maintains the general ledger and chart of accounts, and ensures that account balances are accurate and up-to-date.

Under the general direction of the Director of Accounting & Financial Systems, the Financial Reporting Manager is responsible for preparation of the university's annual reporting package in accordance with generally accepted accounting principles (GAAP), defines university reporting standards, establishes procedures to ensure the quality of campus financial data and to facilitate reporting. The position serves as the primary contact for audits.

Responsibilities include but are not limited to:

- Review journal entries that convert legal-basis general ledger balances to GAAP basis
- Prepare financial reports required by the California State University System, including the Financial Information Records Management Systems (FIRMS) submission and the Integrated Postsecondary Education Data Survey (IPEDS) submission
- Oversee day-to-day maintenance of chart of accounts and related tables and objects to include implementing changes to best meet the reporting requirements established by GAAP, the Governmental Accounting Standards Boards (GASB), the State of California, the California State University System Chancellor's Office, and the executive management of the university.
- Work with other Finance departments to resolve problems relating to financial reporting.
- Supervision of staff

Qualifications

This position requires a bachelor's degree in accounting, finance or a related field and five years of progressively responsible experience in accounting and financial reporting. University experience, particularly in the California State University system, is strongly preferred. A CPA and/or CPM credential is desirable.

Successful candidates must possess thorough knowledge of generally accepted accounting principles, functional knowledge in financial reporting techniques and methodologies, knowledge of integrated financial software such as PeopleSoft, an understanding of relational database query concepts and proficiency with spreadsheet and word processing software. Candidates must have the ability to interpret technical procedures or regulations, ability to write reports, business correspondence and procedure manuals, ability to effectively present information and respond to questions, ability to work with mathematical concepts such as probability and statistical inference, ability to define problems, collect data, establish facts, and draw valid conclusions, ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with multiple abstract and

concrete variables. Candidates must have strong oral and written communication skills, a strong commitment to customer service and team building.

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 Prints 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](#) (www.sjsu.edu/safetyreport)

Contact Information

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

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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.