

POSITION DESCRIPTION

Position Title:	Assistant Controller
Department:	Tower Foundation of San Jose State University
Reports To:	Controller
Hiring Range:	\$125,000 - \$144,000 annually DOE
Position Status:	Exempt, Full-Time Benefited

In partnership with the University Advancement Division, the Tower Foundation is San José State University's 501c3 auxiliary organization dedicated solely to philanthropy. Tower assists with the development, investment, administration, and banking of all SJSU philanthropic donations in support of building a culture of philanthropy among its alumni and the university community.

POSITION SUMMARY

Reporting to the Controller, the Assistant Controller is responsible for the monthly, quarterly and annual general ledger accounting; assists with the fulfillment of a wide variety of comprehensive analysis, planning, reconciliation and reporting, collection of income, monitoring of expenses and assists with special projects. Incumbent supports the development of the annual budget, monthly, quarterly and annual trend, forecast and tax reports, advises on auxiliary, campus and CSU policies and procedures related to budget, procurement, risk management & compliance. The individual in this position must have a strong ability to communicate effectively with multiple and diverse constituents, build effective working relationships and provide excellent customer service across all functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Reconciliations, Research and Accounting Support

- a. Reviews the account reconciliations, monthly bank reconciliations, monitors or resolves in-transit reconciling items and outstanding checks, and follows up with further questions as necessary
- b. Reviews monthly schedules and reconciliation on the Spartan Athletics Center, ensuring timely billing and receipt of lease payments and payment for loan payable
- c. Reviews journal entries prepared by other accounting staff as necessary and prepares journal entries or serves as back up in requisition processing, if necessary
- d. Responsible for oversight of the month-end close tasks and checklist and review of month-end financial package.
- e. Responsible for filing the Unclaimed Property with the State Controller's Office.
- f. 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.
- g. Creates and maintains the Tower Accounts list and Cost Center. Ensures changes are reflected correctly in the system.

2. Budget Preparation, Analysis & Reporting

- a. Prepares annual budget plan, quarterly budget review and reporting.

- Completes reporting to campus as required.
- b. Prepares monthly and quarterly budget analysis, reconciliation and trend reports
- c. Develops procedures, as necessary to ensure compliance with CSU and university policies
- d. Provides projections, forecasting and recommendations to COO to facilitate decision making.

3. Accounts Payable

- a. Trains, supervises, and monitors performance of staff including, but not limited to: processing of payment requests, creation of purchase orders, preparation of faculty release-time paperwork, etc.
- b. Reviews of payments for accuracy, appropriate receipts, sales tax calculations, documentation, completeness and adherence to Tower Foundation, SJSU and CSU policies.
- c. Evaluates current A/P processes, system capabilities and lead transformation efforts and/or serve as lead for campus-wide initiatives
- d. Creates wire templates and initiates wire transfers as needed.
- e. Oversee the reporting of raffles to the CA Department of Justice.
- f. Review the filing of tax withholding on nonresident aliens, filing of 1099-MISC, miscellaneous income and 1099 NEC.
- g. Reviews 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, Risk Management, and Compliance

- a. In coordination with the Controller, provides supporting schedules and responding to requests for information from the tax preparer. Supports the review of the 990 for accuracy and completeness.
- b. Prepares and files the quarterly CA Form 592 for Non-Resident Tax Withholding.
- c. Assists with preparation of CA Form 568 for Tower Real Estate LLC by responding to requests for information from the tax preparer.
- d. Responsible for compliance of Federal and State regulatory e.g. filing and monitoring of unclaimed property and escheats with the State Controller's Office, Statement of Information, State Charitable Solicitation Registration, Raffle Report, and Raffle Application.
- e. Works closely with Controller on the preparation for annual foundation audit and Chancellor's Office audit as needed
- f. Responds to PRA requests

6. Other team projects, initiatives, or duties may be assigned as required.

SUPERVISORY RESPONSIBILITIES

Responsible for supervision of Accounting Technician, Accounts Payable Accountant(s) and/or student assistant(s).

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.

- Undergraduate degree in accounting, finance or related field
- Three years of accounting or finance experience in not-for-profit entities or five years of accounting or finance experience in other business setting
- Three years in supervisory or managerial role
- Detailed knowledge of and experience with generally accepted accounting principles, financial record-keeping methods, procedures, and practices, the ability to perform arithmetic functions.

PREFERRED QUALIFICATIONS

- Knowledge of Governmental Accounting Standards, accounting for charitable not-for-profit entities
- Knowledge of Blackbaud Financial Edge, FileMaker Pro, and database management desirable.

KNOWLEDGE, SKILLS, & ABILITIES

- Ability to communicate effectively verbally and in written and presentation formats
- Ability to handle multiple complex work priorities and organize and plan work
- Ability to work under time-sensitive deadlines with minimal supervision
- Ability to maintain confidentiality and appropriately handle sensitive communications with employees and external agencies
- Ability to quickly learn, interpret, and apply a variety of federal, state, IRS, CSU, and SJSU policies and procedures
- Ability to review financial documents for accuracy and completeness; ability to identify, trace, and correct errors
- Ability to perform accurately with limited oversight or direction in a detail-oriented environment.
- Ability to engage stakeholders and lead system changes and business requirements
- Thorough knowledge of office methods, practices and procedures, English grammar, business writing, punctuation and spelling.
- Strong written oral communication skills. Must possess excellent customer service and public relations skills.

PHYSICAL DEMANDS, WORK ENVIRONMENT, & REASONABLE ACCOMODATION

This is a full-time, at-will position, offering comprehensive benefits. The position is designated exempt under FLSA and is not eligible for overtime compensation. The standard schedule is Monday through Friday; however, the incumbent must maintain flexibility and may be required to work occasional evenings and weekends to support peak periods with time-sensitive deadlines and deliverables. After initial onboarding, this position may be approved for partial telecommuting with onsite work on campus at San José State University.

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 and must be able to lift a minimum of 20 lbs. 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCEDURE

To apply for this position, submit a resume and letter of interest to towerjobs@sjsu.edu. If offered the job, it will be contingent on a successful background check.

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.