# Position: SENIOR ACCOUNTING MANAGER

**DEPARTMENT:** Finance & Accounting  

**POSTED:** May 04, 2019  

**CLOSING DATE:** Open Until Filled  

**SALARY:** Range: $90K to $105K Full-Time  

**BENEFITS:** Exceptional Benefits for Employees and Eligible Dependents: A range of PPO and HMO selections, dental insurance, vision insurance, employer retirement account contribution of 7%, and subsidized post-retirement medical benefits for qualified employees.  

**STATUS:** Exempt  

---

**GENERAL NATURE OF POSITION:**

As a member of management of the Finance and Accounting department, the Senior Accounting Manager’s functional responsibility includes direction, oversight, and guidance of functional operations as described, to ensure that all transactions comply with US Office of Management and Budgets (OMB) Uniform Guidance, Generally Acceptable Accounting Principles (GAAP), Government Accounting Standards Board (GASB), Internal Revenue Service (IRS), and California State University (CSU) guidelines. He or she also proactively, effectively and productively oversees a staff of seven, including one direct report. This position also contributes to functional policy updates, refinements, and development and design, and engages in organization planning.

The Senior Accounting Manager reports to the Director of Finance and Accounting.

---

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

The Senior Accounting Manager is responsible for management, oversight, direction and guidance of financial and management activities including, but not limited to, the following:

1. Provides functional direction, guidance and assignment to Accounts Payable, Purchasing, Cashiering, Fixed Assets. Daily work activities largely center around AP, Travel, Purchase Orders (PO’s), Cashier, and Fixed Assets.
2. Provides day to day direction, training, guidance, development, and support to assigned staff and others, as appropriate.
3. Specifically oversees and assists, as appropriate, in the preparation and timely and compliant filing of financial statements, corporate tax returns and agency compliance reports, including Forms 1099 and Form 1042.
4. Provides special focus and attention to the preparation and timely and compliant filing SJSURF’s corporate tax filings and submissions, including Form 990 and Form 990 T to the federal government, and CA-199 Form to the California Franchise Tax Board.
5. Takes the lead on workflow implementation and other process improvements.
6. Reviews records and transactions to ensure compliance to generally accepted accounting principles for non-profit organizations and rules, guidelines and regulations issued by:
   a. Office of Management and Budget circulars (OMB)
   b. Various Sponsoring agencies
   c. Internal Revenue Service (IRS)
   d. Government Accounting Standards Board (GASB)
   e. California State University System (CSU)

7. Directs preparation for, and oversees the accounting of, reporting, and audit of the Research Foundation’s retirement (403(b) plan and the Retiree’s Medical Trust.
8. Prepares schedules for the annual CSU and special audits.
9. Oversees and supervises the update and maintenance of Fixed Asset record keeping and reporting.
10. Reviews and/or updates financial policies and procedures to ensure segregation of duties and compliance. Proposes appropriate re-designs of accounting and finance systems and methods to develop and maintain compliant accounting practices and methods.

INTERPERSONAL CONTACTS:

- Directly reports to the Director of Finance and Accounting.
- Interacts regularly with Central Office finance and accounting staff, Central offices staff across all levels, SJSU Faculty and staff, auditing firms, and external vendors and partners.

QUALIFICATIONS:

1) Education and Experience
   a) Bachelor’s degree in Business Administration with concentration in accounting or an equivalent concentration. MBA degree preferred or CPA preferred.
   b) Must have a minimum of 5 years of progressive financial and accounting experience in a non-profit environment, preferably with an institute of higher education.
   c) Must have 5 years of demonstrated experience in a “hands-on” manager role; must be skilled in actively supervising and developing a diverse, multi-discipline function staff.
   d) Must have experience with computerized accounting systems. Experience with Central Square’s OneSolution accounting system is preferred. Experience with the design and implementation of and/or conversion of, accounting systems highly desirable.
   e) Must have advanced level knowledge in MS Office (Excel; Word; Power Point). Cognos Report Writing is strongly preferred.

2) Knowledge, Skills and Abilities required
   a) Must have solid level knowledge of generally accepted accounting principles (GAAP), rules of 403(b) retirement plans, audit practices and procedures for non-profit organizations, and must know the administrative requirements for grants and agreements under OMB.
   b) Demonstrated skills and ability to establish and proactively maintain effective and productive working relationships across all levels of the Research Foundation and SJSU.
   c) Demonstrated experience in a leadership role involving managing multiple priorities.
   d) Excellent oral, written, and presentation skills are required. Must be able to provide and/or actively participate in providing training.
   e) Must have demonstrated skills in learning, interpreting and applying policies to accounting transactions.
   f) Must be able to analyze, audit, and reconcile complex accounting records and reports to draw sound conclusions.
   g) Must have the ability to prepare documentation for a variety of financial reporting requirements and for general correspondence analyzes results and draw logical conclusions.
3) **Physical Requirements:**

a) Work is performed in an office setting. Operation of basic office equipment and programs is essential.
b) Must be able to operate a PC including mouse and keyboard.
c) Ability to perform heavy data input.
d) Must be able to sit for extended periods of time.

4) **Complexity of Duties**

a) Works with minimal direct supervision on all assigned projects.
b) Exercises independent judgment in the management and completion of diverse and complex set of tasks and responsibilities
c) Prepares, edits, synthesizes, and/or approves reports and important filings.

5) **Benefits:**

   **The comprehensive benefit package includes:**
   a) Nine Health Insurance Plans to choose from
   b) Free dental and vision for employee and family
   c) Paid Federal & State Holidays
   d) Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer contribution component
   e) Vacation and separate sick plans
   f) Employee Discounts
   g) Paid Training and Conferences
   h) Increases based on merit (performance)

**PLEASE NOTE:** This position is considered a “sensitive” position by SJSURF and CSU policy. Consequently, the successful candidate must undergo and successfully complete the Live Scan (fingerprinting) background check as a condition of their employment.

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

---

**SUPERVISORY RESPONSIBILITIES:**

The Senior Accounting Manager oversees a staff of seven, with one direct report.

---

**APPLICATION PROCEDURE**

To apply for this position, an applicant **is required to submit a formal application for employment**, as well as a resume and a letter of interest. The applicant may do this via e-mail or by regular mail. The formal employment application is located at [http://www.sjsu.edu/researchfoundation/open/Employment%20Application%20Form_new.pdf](http://www.sjsu.edu/researchfoundation/open/Employment%20Application%20Form_new.pdf)

The employment application may also be obtained from the Research Foundation through its web site at [http://www.sjsu.edu/researchfoundation/open/index.html](http://www.sjsu.edu/researchfoundation/open/index.html)

An applicant may also apply in person by visiting the Research Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). In person applicants will be provided a Job Code _______
formal employment application to fill out. Please address your formal application, your resume and your letter of interest directly to:

San Jose State University Research Foundation  
Attn: HR/Job Code CO SRMGRACT  
210 North 4th Street  
San Jose, CA  95112  
E-mail: foundation-jobs@sjsu.edu 

The Research Foundation provides excellent benefits package to benefited employees. Please visit http://www.sjsu.edu/researchfoundation/humanresources/benefits/index.html to get more details.

Research Foundation employment is separate and distinct from San Jose State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

Reasonable Accommodation:
The San Jose State Research Foundation 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 foundation-jobs@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) 924-1400 from 8:00am to 5:00pm (PST), Monday through Friday, excluding holidays, to get assistance.

The San Jose State University Research Foundation (SJSURF) is a 501 (c) (3), non-profit auxiliary of San Jose State University. SJSURF is totally self-supported. The majority of the organization’s funding comes from the federal government and from other public and private entities. With annual revenues totaling over $65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.