As a member of Finance and Accounting’s senior management team, the Associate Director of Finance’s functional responsibilities 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 three, including two direct reports. This position also actively contributes to functional policy updates, refinements, and development and design, and engages in organization planning.
The Associate Director of Finance reports to the Director of Finance and Accounting.

ESSENTIAL DUTIES & RESPONSIBILITIES:
The Associate Director of Finance is responsible for management, oversight, direction and guidance of financial and management activities including, but not limited to, the following:

1. Provides functional direction and guidance to the Accounting Manager and General Ledger Accountant.
2. Reviews and approve all journal entries thru the workflow prepared by staff at the Foundation.
3. Reviews and posts cash receipts batches.
4. Reviews all bank reconciliation and monthly reconciliations.
5. Oversees and supervises the update and maintenance of Fixed Asset record keeping and reporting.
6. Supervises staff in month-end closing process.
7. Responsible for preparation of 990, 990T, and HERD survey annually.
8. Responsible for management of all detail audit work, including schedules, confirmations, and auditor requests.
9. Provides review and approval of drawdowns.
10. Certifies quarterly drawdown reconciliations.
11. Builds COGNOS reports for Finance, in conjunction with IT.
12. Serves on the 403 (b) retirement plan and the medical trust (RORMT) plan committees.
13. Assumes administrative role of the department during the absence of the Director of Finance and Accounting.
14. Other duties as assigned.

INTERPERSONAL CONTACTS:
1) Directly reports to the Director of Finance and Accounting.
2) 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.

SUPERVISORY RESPONSIBILITIES:
The Associate Director of Finance oversees a staff of seven, with one direct report.

QUALIFICATIONS:
1) Education and Experience
   • Bachelor’s degree in Business Administration with concentration in accounting or an equivalent concentration. MBA degree or CPA preferred.
   • Must have a minimum of 7 years of progressive financial and accounting experience in a non-profit environment, preferably with an institute of higher education.
   • 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.
   • Must have experience with ERP systems. Experience with the design, implementation, and conversion of an accounting system is highly.
   • Must have experience with process improvement recommendations and implementation.
   • Must have advanced level knowledge in MS Office (Excel; Word; Power Point). Cognos Report Writing is strongly preferred.
2) **Knowledge, Skills, Abilities Required**

- Must have solid level knowledge of generally accepted accounting principles (GAAP), rules of 403(b) retirement plans, audit practices, financial statement preparation and procedures for non-profit organizations. Knowledge of the administrative requirements for grants and agreements under OMB highly preferred.
- Demonstrated skills and ability to establish and proactively maintain effective and productive working relationships across all levels of the Research Foundation and SJSU.
- Demonstrated experience in a leadership role involving managing multiple priorities.
- Excellent oral, written, and presentation skills are required. Must be able to provide and/or actively participate in providing training.
- Must have demonstrated skills in learning, interpreting and applying policies to accounting transactions.
- Must be able to analyze, audit, and reconcile complex accounting records and reports to draw sound conclusions.
- 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) **Complexity of Duties**

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

4) **Physical Requirements**

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

**NOTE:** 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.

**BENEFITS:**

**The comprehensive benefit package includes:**

a) Nine company subsidized CAL Pers health insurance plans to choose from (employee contributions differ according to plan and level of coverage)
b) Free dental and vision for both employee and eligible dependents
c) Life, AD&D, LTD with supplemental coverage opportunities
d) 13 paid Federal & State Holidays
e) Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer Contribution component, which vests immediately
f) Vacation hours accruals and separate sick hours accumulations. Note: This level position accrues up to 25 days of vacation on an annual basis.
g) Employee Discounts
h) Paid Training and Conferences
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.

APPLICATION PROCEDURE
To apply for this position, an applicant must submit a formal application for employment, as well as a resume and a cover letter. 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

It may also be obtained from the Research Foundation through its website at 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, 3rd Floor,
San Jose, CA (corner of St. James and North 4th Streets)

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 ADF
210 North 4th Street
San Jose, CA 95112
E-mail: foundation-jobs@sjsu.edu

Reasonable Accommodation
The San José 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 Research Foundation provides excellent benefits package to benefited employees. Please visit http://www.sjsu.edu/researchfoundation/humanresources/healthbenefits/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.

The San Jose State University Research Foundation (SJSURF) is a 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 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.