

POSITION DESCRIPTION

Position Title:	<u>Accounts Payable Accountant</u>
Department:	<u>Tower Foundation of San Jose State University</u>
Reports To:	<u>Controller</u>
Hiring Range:	<u>\$76,000 - \$86,000 annually</u>
Exempt Status:	<u>Exempt, Full-Time Benefited</u>

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

POSITION SUMMARY

Reporting directly to the Tower Foundation Controller, the Accounts Payable Accountant is responsible for the entire accounts payable process for the Tower Foundation. Provides direction to the Accounts Payable Technician. Is responsible for vendor maintenance and to take an active and important role in the monthly, quarterly and annual general ledger accounting and reporting. Responds to account holder questions as the accounts payable lead, researching problems, and assisting with other accounting functions as required.

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. Standard work hours are Monday – Friday, 8:00 a.m. to 5:00 p.m., but may vary based on operational needs. This position is approved for partial telecommuting with onsite work on campus at SJSU. The Tower Foundation offers an excellent benefits package, including medical, dental, vision, life insurance, short and long-term disability, 403B retirement, tuition reimbursement, vacation, and sick leave.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Accounts Payable

- Reviews, audits, and approves all requisitions from internal and external parties to ensure accurate coding, authorized signers, appropriate supporting receipts and other documentation, and adherence to CSU, SJSU, and Tower Foundation guidelines and policies
- Prepares and records checks, wire transfers, the ACH batch, and Positive Pay batch weekly, ensuring fund balances are adequate to cover all expenditures. Hand-delivers checks to the Financial Aid and Bursar's offices and engages with members of both to answer any questions and to help facilitate any additional needs
- Coordinates the investigation and solutions to all inquiries regarding accounts payable matters with the bank and internal and external parties
- Oversees vendor database as maintained by Accounts Payable Clerk, ensuring W9s and Independent Contractor forms are received. Prepares and issues purchase orders for vendors
- Responsible for the preparation of all journal entries for a variety of funds activities including transfers, administrative fees, and to reclassify items booked to the incorrect object code or project ID
- Processes transfers of donations into designated accounts, reviewing and verifying all supporting documentation for said transfers and books journal entries when necessary to edit/correct transfers and to modify/adjust pledge batches.

2. Tax Filing & Reporting

- Calculates sales and use tax for accounts payable invoices and PCARD transactions. File sales and use tax reports monthly and quarterly with the CDTFA Agency for Accounts Payable, PCARD, and Moss Landing Marine Laboratories
- Prepares and files annually IRS forms 1099-MISC, & 1099-NEC, 1042
- Oversees the unclaimed property submissions, reporting, and filings
- Generates account and spending analysis reports, reconciliations, and other ad-hoc reports as requested by campus partners

3. Audit and Reconciliation Support

- Supports the annual audits by responding to all accounts payable related and other requests
- Reconciles checks, ACH transactions and wires monthly in preparation for the monthly asset reconciliations
- Assists in the month-end and year-end closes

4. Other Duties

- Collaborates with Advancement Services to investigate discrepancies and to respond to inquiries from campus partners
- Opens and closes fund accounts and updates and maintains signatory permissions ensuring proper documentation to support such requests
- Other duties as assigned

QUALIFICATIONS

Education:

- Undergraduate degree with a major in accounting, business administration, finance or a closely related field required. May substitute a combination of education and experience which provides the required knowledge and abilities
- Certified Public Accountant (CPA) preferred

Experience:

- A minimum of three years of progressive accounting experience required
- Experience using MS Excel skills including v-lookup, pivot tables, and macros in advanced capacity
- Experience in non-profit or higher education setting preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent verbal and written communication skills
- Strong analytical and problem-solving skills
- Excellent organization skills with attention to detail
- Ability to handle multiple tasks simultaneously and meet deadlines
- Ability to establish good working relationships with a diverse population and build trust and partnership across campus
- Strong skills in use of MS Office products with particular expertise in Excel
- High level of initiative, attention to detail and exceptional organizational skills. Ability to maintain confidentiality and appropriately handle sensitive communications with employees, customers, the campus community and external agencies.

PHYSICAL REQUIREMENTS

- The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Position may be required to work at a computer terminal and desk for long periods of time on projects. May be required to travel between campus offices and off-campus locations. Physical ability to utilize computer and other office equipment in performing a variety of office functions.

REASONABLE ACCOMODATION

The Tower Foundation of San José State University is committed to providing reasonable accommodations during the application process to qualified individual with a disability. Applicants may request an accommodation by contacting Human Resources at (408) 924-1127.

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.