

POSITION DESCRIPTION

Position Title:	Controller
Department:	Tower Foundation of San José State University
Reports To:	Chief Operating Officer
Hiring Range:	\$150,000 - \$165,000 annually DOE
Exempt Status:	Exempt
Appointment:	Full-Time Benefited
Posting Period:	Open until filled

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 to the Chief Operating Officer, the Controller is responsible for all aspects of accounting, financial management, and reporting including but not limited to monthly, quarterly, and annual general ledger accounting and reporting, fiscal year-end close, annual audit, oversight of tax returns and financial reports to local, state, and federal agencies and/or taxing government agencies. The Controller leads the Foundation’s accounting, contract compliance, and vendor management administration work and produces accurate and relevant financial reports for the Board of Directors, SJSU leadership, and the CSU Chancellor’s Office. The individual in this position will maintain the integrity of the Foundation’s general ledger and related accounting systems. The responsibilities include having entire charge of GL, A/R, A/P, and cash functions. This position will oversee cash management, including wire transfers, ACH payments, and check approvals, and they will provide weekly (or as requested) cash forecasts. The individual in this position must be a strong communicator and be able to build effective working relationships while providing excellent customer service across all functions.

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 San José University.

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. Financial Leadership

- Provide leadership in creating, coordinating, and evaluating the financial operations including but not limited to, financial reporting, budgeting, financial planning, and internal controls.
- Ensure compliance with CSU, local, state, and federal fiscal guidelines.
- Oversee the monthly, quarterly, and annual close cycle, continually evaluating the process flows and modifying as appropriate to ensure timely and efficient closing process. Ensure records are maintained and in compliance with policies and regulations.
- Maintain awareness of all FASB, GASB, and GAAP regulations impacting the Tower Foundation financial statement requirements. Research and develop accounting policies and procedures to comply with all regulatory and CSU requirements related to the Tower Foundation.
- Oversee the approval and processing of revenues, expenditures, general ledger, account maintenance, and data entry.
- Responsible for leading the annual independent audit, including schedules, confirmations, auditor requests, consolidating financial statements, and reviewing audited financial statements for proper disclosures.
- Oversee the Foundation's 403(b) retirement plan and health and welfare plans in coordination with the Foundation's Human Resources Manager. Facilitate audits of these plans as needed.
- Develop and implement internal controls to safeguard the organization's assets.
- Serve on campus and CSU systemwide committees as necessary/appropriate.

2. Lead Operational Support

- Oversee day-to-day accounting, financial, and administrative activities of the Tower Foundation.
- Responsible for monthly reconciliations of financial (bank/investment) accounts, general ledger accounts, and donor transactions. Review and approve all journal entries, deposits, reconciliations, A/P disbursement, and postings for accuracy and completeness.
- Oversee accounts payable and accounts receivable processing, accounting, and reconciliation.
- Oversee endowment accounting, reconciliation, and reporting.
- Oversee the Tower purchasing card program. Responsible for ensuring timely payment to the card vendor and that the expenditures are allocated to the respective accounts properly and accurately.
- Oversee grant and contract accounting and financial reporting, ensuring compliance with funding requirements.
- Manage the establishment of new accounts and maintain all accounts across multiple databases.
- Oversee the updates and maintenance of Fixed-Asset recordkeeping and reporting.
- Monitor current-use accounts, fund designations, and other related data, ensuring transactions have been recorded in accordance with donor intent.
- Respond to account holder questions and research and resolve problems.
- Perform confidential and ad hoc research and reporting for COO, CEO and Board of Directors as needed.
- Monitor outstanding payments from the Aging Report and work with the respective account holders to facilitate payments.
- Oversee statement distribution to administrators, deans, and department heads and ensure corrections are made as needed.

3. Pledge, Bequest, and Charitable Trust Accounting

- Ensure pledges are recorded appropriately based upon Memoranda of Understanding, donor intent, etc.
- Calculate net realizable value of pledges and bequests receivable based upon relevant accounting guidance.
- Maintain pledges and bequests receivable ledgers, including proper accounting for receivables (recording, aging, and discounting).
- Monitor collectability of pledges receivable and confer with appropriate members of the Development team regarding collectability.
- Monitor accounting for charitable trusts, review journal entries, and ensure trust accounts are reconciled and recorded at fair value.

4. Federal and State Taxation

- Oversee preparation and submission of quarterly sales and use tax returns.
- Responsible for ensuring timely payment of tax withheld from payments made to nonresident aliens.
- Oversee the preparation of tax returns, including but not limited to Form 990/990T, Tower Real Estate LLC, Form 1099, Form 1042, and Form W-2G.
- Ensure compliance with regulatory reporting and filing such as raffle reporting, raffle application, and out-of-state charity filing.
- Respond to IRS Notices and take corrective action.
- Responsible for Unclaimed Property compliance; evaluate outstanding liabilities, take corrective action, and document an annual compliance roadmap.

5. Staff Supervision

- Hire, train, evaluate, and supervise staff.
- Set goals and expectations for individual and team success.
- Address performance issues as necessary.

6. Other duties may be assigned as required

- This position describes the general nature and level of work expected to be assigned to this role. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is insignificant.

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 a related field
- CPA license (active or inactive) or MBA
- Seven years of progressively responsible experience in accounting or finance, with at least three years in a supervisory or managerial role
- Working knowledge of software applications: spreadsheet, word processing, database management

PREFERRED QUALIFICATIONS

- Experience working in higher education or non-profit organization
- Detailed knowledge of and experience with generally accepted accounting principles, Governmental Accounting Standards, accounting for charitable not-for-profit entities, financial record-keeping methods, procedures, and practices
- Ability to prepare and review financial statements prepared in accordance with Governmental Accounting Standards
- Experience in managing the accounting for endowments, grants, and contracts, including compliance and reporting
- Knowledge of Blackbaud Financial Edge, FileMaker Pro
- Knowledge of doctrines, theories, and principles of securities investments, including knowledge of asset types and classifications, valuation techniques, calculation, and understanding of rates of return

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

PHYSICAL REQUIREMENTS

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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.

REASONABLE ACCOMMODATION

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.