As part of the University Advancement Division, the Tower Foundation is San Jose State University’s auxiliary organization dedicated solely to philanthropy. Tower assists with the development, investment, administration and banking of all SJSU philanthropic donations while building 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 and 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 funding agencies and/or taxing government agencies. The position is also responsible for auditing ledgers and ensuring transactions are recorded in accordance with appropriate governmental and not-for-profit accounting rules. In addition, this position provides input and advice to management regarding various policies and procedures, administrative guidelines, and any issue impacting the efficiency or integrity of the unit responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Reconciliations, Research and Accounting Management

- Manage and oversee all day-to-day accounting, financial and administrative activities of the Tower Foundation. Recommend and implement procedures necessary to ensure appropriate integrity and efficiency of the Foundation’s activities.
- Oversees the monthly, quarterly and annual close cycle, continually evaluating the process flows and modifies as appropriate to ensure timely and efficient closing process. Ensures records are maintained and in compliance with policies and regulations.
- Responsible for University and CSU reporting including but not limited to IPEDS and FIRMS reports
- Maintain awareness of all GASB/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.
• 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.
• Work closely with management in evaluating gift proposals and arrangements including performance of appropriate due diligence tasks as necessary.
• Manage the establishment of new accounts and maintenance of accounts in multiple databases.
• Researches expendable accounts, fund designations, and other related data, ensuring transactions have been recorded in accordance with donor intent.
• Responds to account holder questions and researches problems.
• Perform confidential and ad hoc research and reporting for COO, CEO and Board of Directors as needed
• Monitors outstanding payments from the Aging Report and works with the respective account holders to facilitate payments.
• Oversees the Procurement Card program. Responsible for making timely payment to the procurement card’s vendor and ensures the billings are charged to the respective accounts in a timely and accurate manner.
• Oversees statement distribution to administrators, deans, and department heads and ensures corrections are made as needed.
• Serve on campus and CSU systemwide committees as necessary/appropriate.

2. **Pledge, Bequest and Charitable Trust Accounting**
   • Ensures pledges are recorded appropriately based upon Memoranda of Understanding, donor intent, etc.
   • Calculates net realizable value of pledges and bequests receivable based upon relevant accounting guidance.
   • Maintains pledges and bequests receivable ledgers, including proper accounting for receivables (recording, aging and discounting).
   • Monitors collectability of pledges receivable and apprises appropriate members of Development team of collectability concerns.
   • Monitors accounting for charitable trusts, reviews journal entries, ensures trust accounts are reconciled and recorded at fair value.

3. **Year-End, Audit and Internal Controls**
   • Prepares for annual financial statement audit.
   • Prepares for triennial audit and subject-matter audits by the Chancellor’s Office.
   • Prepares the year-end account reconciliations for related party transactions and reporting for the University.
   • Performs control functions, implements enhancements to internal controls.

4. **Federal and State Taxation**
   • Oversees preparation of quarterly sales and use tax returns.
   • Responsible for making timely payment of tax withheld from payments made to nonresident aliens.
• Oversees the preparation of tax returns including but not limited to Form 990, Tower Real Estate LLC, Form 1099, Form 1042 and Form W-2G.
• Ensures compliance of regulatory reporting and filing such as raffle reporting, raffle application and out-of-state charity filing.
• Responds to IRS Notices and takes corrective action.
• Responsible for Unclaimed Property compliance; evaluates outstanding liabilities, takes corrective action, and documents 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 description intends to describe the general nature and level of work expected to be performed by individuals 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.

QUALIFICATIONS:
• Bachelor’s degree in accounting, finance or related field.
• Master’s degree and/or CPA preferred
• 5 years’ experience in similar position
• Demonstrated background and experience in fund accounting and financial statements for not-for-profit organizations
• Ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.
• Detailed knowledge of and experience of generally accepted accounting principles, Governmental Accounting Standards, accounting for charitable not-for-profit entities, financial record-keeping methods, procedures, and practices; the ability to perform arithmetic functions.
• Knowledge of doctrines, theories, and principals of securities investments including knowledge of asset types and classifications, valuation techniques, calculation and understanding of rates of return.
• Thorough knowledge of office methods, practices and procedures; English grammar, business writing, punctuation and spelling.
• Ability to prepare and review financial statements prepared in accordance with Governmental Accounting Standards.
• Ability to review financial documents for accuracy and completeness; ability to identify, trace and correct errors.
• Ability to perform accurately in a detail-oriented environment.
• Ability to handle multiple complex work priorities, organize and plan work and projects.
• 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 compose and appropriately format correspondence and reports.
• Strong oral communication skills. Must possess excellent customer service and public relations skills.

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, must be able to lift a minimum of 30lbs.

REASONABLE ACCOMMODATION

The Tower Foundation of San José State University 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 towerjobs@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) 924-1127 during business hours (8:00am to 5:00pm (PST), Monday through Friday, excluding holidays), for assistance.

APPLICATION PROCEDURE

To apply for this position, submit a resume and letter of interest to towerjobs@sjsu.edu

A background check must be completed satisfactorily before any offers can be finalized.

The Tower Foundation offers an excellent benefits package including medical, dental, vision, life insurance, short and long-term disability, 403B retirement, vacation and sick leave.
**COVID Vaccination Policy**

The CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement as a condition of employment. The system wide policy can be found at [https://calstate.policystat.com/policy/9779821/latest/](https://calstate.policystat.com/policy/9779821/latest/)

**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.