POSITION DESCRIPTION

Position Title: Senior Director of Tower Foundation Accounting
Department: The Tower Foundation of San José State University
Reports To: Chief Operating Officer
Hiring Range: $120,000 - $150,000
Exempt Status: Exempt
Appointment: Full-Time Benefited
Posting Period: Open until filled

As part of the University Advancement Division, the Tower Foundation is San José 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. The Tower Foundation is a university auxiliary incorporated as a 501(c)(3) with assets valued at $300 million (6/30/23).

POSITION SUMMARY:
Reporting to the Chief Operating Officer, the Senior Director of Foundation Accounting 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.

This position provides input and advice to management regarding various policies and procedures, administrative guidelines, and any issues impacting the efficiency or integrity of the unit responsibilities. The Senior Director assists the COO in leading the planning, creation and administering of the Tower Foundation operating budget and oversees the financial relationship with SJSU and the Chancellor’s Office, managing debt and auxiliary capital finances. This position influences campus-wide strategy and policies surrounding the processing and the use of fundraised resources with significant impact on the Foundation and the University’s financial support.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Financial Leadership
   • Provide leadership in the creation, coordination and evaluation of the Foundation’s 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. Ensure that records are maintained and in compliance with policies and regulations.
• Responsible for University, CSU, and other reporting including but not limited to IPEDS, FIRMS, NACUBO reports and surveys.
• 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.
• Oversee the approval and processing of revenues, expenditures, general ledger, account maintenance and data entry.
• Responsible for management of the annual independent audit, including schedules, confirmations, auditor requests, consolidating financial statements and review of audited financial statements for proper disclosures.
• Oversee the 403(b) retirement plan and medical plan (in coordination with Human Resources Manager) and facilitate audit of these plans.
• Serve on campus and CSU systemwide committees as necessary/appropriate.
• Assume administrative role during the absence of the Chief Operating Officer.

2. Lead Operational Support
• Oversee 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.
• 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.
• Oversee the updates and maintenance of Fixed Asset recordkeeping and reporting.
• Research expendable accounts, fund designations, and other related data, ensuring transactions have been recorded in accordance with donor intent.
• Respond to account holder questions and researches 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 works with the respective account holders to facilitate payments.
• Oversee the Tower Foundation procurement card program. Responsible for making timely payment to the procurement card’s vendor and ensures the expenditures are allocated to the respective accounts in a timely and accurate manner.
• Oversee reporting including statement distribution to administrators, deans, and department heads and ensures corrections are made as needed.
3. **Pledge, Bequest and Charitable Trust Accounting**
   - Ensures 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 apprises appropriate members of Development team of collectability concerns.
   - Monitor accounting for charitable trusts, reviews journal entries, ensures trust accounts are reconciled and recorded at fair value.

4. **Federal and State Taxation**
   - Oversee preparation of quarterly sales and use tax returns.
   - Responsible for making 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 of regulatory reporting and filing such as raffle reporting, raffle application and out-of-state charity filing.
   - Respond to IRS Notices and take corrective action as needed.
   - 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 team of six 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:**

**REQUIRED**

- Bachelor’s degree in accounting, finance or related field
- Master’s degree and/or CPA certification (active license not required)
- Five (5) years of experience managing accounting and reporting activities of a complex organization
- Demonstrated understanding of and experience in fund accounting and financial statements for not-for-profit organizations
PREFERRED

- Knowledge of Foundation financial software preferably Financial Edge.
- Knowledge of California State University accounting policies and guidelines.
- Knowledge of State of California State Controller Office policies and procedures.

KNOWLEDGE, SKILLS, & ABILITIES: (needed to perform essential functions)

- Ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.
- 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; the ability to perform arithmetic functions.
- 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.
- 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.

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 José 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.