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POSITION PURPOSE
Under the general guidance of the Associated Students Executive Director, the incumbent is responsible for administrating financial reporting systems and all facets of accounting and financial operations and analysis of the Associated Students of San Jose State University. This position will be responsible for: financial operations and investments, grant management and reporting, developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements; developing and implementing strong internal control procedures in compliance with Federal, State and California State University (CSU) rules and regulations; developing and implementing systems for collecting, analyzing, verifying and reporting variances; liaising with the Chancellor’s Office and the University’s Controller’s Office regarding all financial matters.

This position will oversee the departmental functions of the General Services Center and manage the respective personnel, operational and accounting functions. In addition, the incumbent oversees the financial operations for multiple departments, including: the Child Development Center, Print Technology Center, Transportation Solutions, Human Resources, and more.

ASSOCIATED STUDENTS
Associated Students' (A.S.) mission is to support and represent the students of San José State University by continuing the organization’s legacy of student advocacy and leadership; to enhance SJSU students' education through high quality programs and services; and to prepare students as they move towards a thoughtful and purposeful life after graduation.

A.S. is a non-profit auxiliary corporation serving the students of San Jose State University whose primary source of funding is from mandatory student body fees. A.S. Departments include the Cesar Chavez Community Action Center, Child Development Center, General Services Center, Human Resources, Information Technology, Events, Marketing, Print & Technology Center, Student Government, and Transportation Solutions.

EDUCATION / EXPERIENCE
○ Must have a Bachelor’s Degree in accounting from an accredited college or university
○ Minimum 5-7 years’ experience in a similar position, preferably with a MBA or CPA
○ Must have 2-3 years’ experience in a supervisory position within accounting

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Department Administration

○ Responsible for the management of General Services Center operations and professional staff
○ Manages the annual budget for the General Services Center and monitors expenditures to ensure compliance with budgetary guidelines
○ Provides regular training and evaluation related to performance, accounting implantation, and business operation functions
○ Oversees the financial aspects of Associated Students employee benefits and post-employment benefit plans
• Coordinates with the Human Resources Department and the 401k administrator in preparing 401k annual audit
• Work with Executive Director on advising the Associated Students’ Controller on the organization’s financial health
• Serves as a member of the management team, attends regular staff meetings and provides trainings related to finance & accounting procedures as needed
• Performs other related duties and special projects as assigned
• Some travel required

Fiscal Management

• Assesses, develops, and formulates Associated Student’s financial plans and annual budget. Analyze the long-range impact of financial status and make recommendations to Executive Director
• Prepares detailed cash flow projections for all divisions of the budget. Prepare final budget proposals and requests for A.S. Board and finance committee. Prepare annual proposed budget for review by University Fiscal Officer
• Regularly advises the Executive Director on interpretation of new accounting principles issued by the Government Accounting Standards Board (GASB) or Financial Standards Accounting Board (FASB) and how it affects the organization’s financial position
• Plans, organizes and directs the day-to-day accounting activities of A.S. which includes the general ledger, payroll, accounts payable, purchasing, accounts receivable, billing, asset management and the Sage Intacct system
• Responsible for ensuring accurate and timely monthly, quarterly, and fiscal year end accounting processes
• Manages the timely balance sheet reconciliations and the preparation of the annual external audit
• Responsible for the preparation of the annual operating budget for the Finance Committee, A.S. Board of Directors’ and University officials
• Monitors A.S. operating reserve levels and reviews investment allocation for policy compliance
• Oversight of the annual capital equipment inventory
• Responsible for managing local banking relationships and the investment of locally held operating cash
• Prepares short-term and long-term cash forecasts in order to ensure sufficient funds on hand to fund payroll and accounts payable disbursements
• Reconciles the ADP payroll taxes against the GL reports (monthly, quarterly, & yearly)
• Manages local, state and federal grants on behalf of Associated Students Coordinates with auditors in preparing annual tax returns (990, CA199, and CAS100)
• Works with the organization’s actuary in order to determine the level of funding required to meet post-employment obligations for retirees
• Oversees and manages the finances and banking for over 450 registered student organizations, ensuring policies and procedures are in place for appropriate access to and use of organization funds
• Serves as the official liaison for all financial, internal compliance, government and insurance-related audits; works directly with the Chancellor’s Office regarding finances and audits

Risk Management

• Collaborates with the management team on the financial aspects of risk management
• Defines organization and department fiscal guidelines and policies and develops processes and procedures in order to maintain adequate internal controls for the entire organization
• Creates and updates fiscal policies and procedures as needed
• Supervises, mentors, develops and trains the General Service Center team, staff and students in regards to generally accepted accounting principles (GAAP) and fiscal policies and procedures
• Oversees the corporate credit card and travel program
• Responsible for the completion of the annual Auxiliary Organizations Risk Management Alliance (AORMA) renewal application

KNOWLEDGE, SKILLS, ABILITIES AND OUTCOMES:

• Thorough knowledge of accounting practices, principles and procedures.
• Understand and analyze computerized accounting and budget systems.
• Use initiative and resourcefulness in planning work assignments and implementing long-term program improvements.
- Strong computer and analytical skills with the ability to research issues, prepare evaluations on problems and recommend viable solutions
- Ability to effectively present information and respond to questions from Managers, staff and customers.
- Establish and maintain cooperative working relationships with students, student organizations, staff, faculty, and private and public agencies
- Clearly express ideas and directions verbally and in writing
- Ability to initiate, plan and organize financial processes
- Ability to manage effectively and to work with minimal direction, as well as be resourceful and independent in solving problems

GUIDELINES
This position is exempt from the provisions of Section 1 of the California Industrial Welfare Commission Orders.

This position has been identified as a mandated reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position within Associated Students. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Associated Students employees who apply for the position.

Associated Students is an equal opportunity employer and will consider all qualified applicants without any regard to race, color, national origin, ancestry, religion, creed, age, disability, medical condition, sex, sexual orientation, gender identity, genetic information, marital status, military and veteran status or any other basis protected by federal, state, or local laws. If you are an individual with a disability and require a reasonable accommodation to complete any part of the application process and/or need an alternative method of applying, please email as-hr@sjsu.edu. Associated Students hires only individuals lawfully authorized to work in the United States (Public Law 99-603).

APPLICATIONS
Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

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