

POSITION DESCRIPTION

Position Title:	<u>Financial Analyst</u>
Department:	<u>Tower Foundation of San Jose State University</u>
Reports To:	<u>Controller</u>
Salary:	<u>\$74,000 - \$80,000 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 Financial Analyst is responsible for various accounting and financial reporting 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. Manages financial reporting and analysis, as directed by the Controller. Supports the endowment accountant of the monthly accounting. Response to reporting users or requisition requestors and having to research problems, and assists with other accounting functions as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Accounts Payable – 35% of time

- Reviews, audits, and approves various types of 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
- Manages the compliance requirements and onboarding of independent consultants, ensuring proper documentation has been submitted, and routes for necessary signatures. Includes reporting and trending of this activity
- May be responsible for the preparation of journal entries for A/P for a variety of funds activities including transfers, administrative fees, and to reclassify items booked to the incorrect object code or project ID
- Other ad hoc support of AP workflows and processes, including the Tower AP mailer, support of cost recovery, or other requirements

2. Financial Analysis and Reporting – 35% of time

- Assesses the financial reporting capabilities including Blackbaud and reporting express, including partnering with other team members to define user access requirements, proposing solutions and establish on-going maintenance support

- Support of the Blackbaud FE mail box requests, partnering with other team members to update and make updates to Blackbaud
- Other Reporting analysis, dashboards, or metrics as defined by management

3. Audit and Financial Reconciliation Support – 20% of time

- Supports the annual audits by responding to accounts payable or other SJSU or auditor requests, or support of endowment requirements
- Reconciles checks, ACH transactions and wires monthly in preparation for the monthly asset reconciliations and support of A/P responsibilities
- Support to the Endowment accountant for Y/E financial notes preparations
- Assists in other month-end and year-end close deliverables

4. Endowment Accounting and Reporting– 10% of time

- Support of monthly endowment close processes, as directed by the Endowment accountant
- Support of annual endowment reporting or calculation efforts
- Updating of Fund driver or providing support of other endowment related reporting

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) or MBA preferred

Experience:

- A minimum of three years of progressive accounting experience required preferred
- 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 and familiarity with other financial applications or Large Language Models
- 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.