

POSITION DESCRIPTION

Position Title:	Senior Endowment Accountant
Department:	The Tower Foundation of San Jose State University
Reports To:	Controller
Hiring Range:	\$90,000 - \$105,000 annually
Exempt Status:	Exempt
Appointment:	Full-Time Benefited
Posting Date/Period:	September 22, 2025

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 Tower Foundation Controller, the Senior Endowment Accountant is responsible for monthly, quarterly and annual accounting related to the Tower Foundation's \$200+ million endowment, the underlying investment portfolio, financial modelling the annual endowment distribution, forecasting various distribution scenarios, quarterly financial reporting and responding to donor and account holder questions, recommending appropriate action on a wide variety of legal and accounting issues related to endowments, spending budgets and other projects as assigned.

This position serves as a key liaison between the Tower Foundation and departments throughout the University to resolve issues and answer questions regarding specific gift and endowment funds. The successful candidate is exceptionally well organized and action oriented, a data driven, skilled analyst, excellent listener and thoughtful communicator. The incumbent is also responsible for evaluating & recommending appropriate endowment accounting treatment in accordance with GAAP, GAAS and UPMIFA including but not limited to review of gift agreements, auditing ledgers, preparing data for the investment footnotes in the annual financial statements, preparing and reviewing journal entries, preparing schedules for endowment distribution account holders, monthly investment reconciliations, and performing or reviewing complex account reconciliations. This position has oversight responsibilities of the Fundriver endowment system.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

1. Management

- Prepares monthly investment reconciliation and analyses and various forecasts, calculates and follows up on variances, prepares audit schedules
- Reconciles endowment investment statements and analyses, analyses and forecasts trends, reviews investment journal entries
- Assists with preparation for annual financial statement audit and the triennial Chancellor's Office audit
- Responsible for semi-yearly endowment analysis report distributed to deans, and other stakeholders
- Forecasts future individual endowment distributions based on various giving scenarios
- Reviews departmental spending, prepares comparative spending analysis
- Performs control functions, recommends enhancements to internal controls

- Monitors accounting for endowments, prepares and reviews journal entries, ensures endowment accounts are reconciled and recorded at fair value

2. Accounting Management

- Reviews Gift Agreements and Planned Giving Instruments; Determines Accounting Treatment; Prepares quarterly endowment donor letters and reports
- Reviews all endowment gift agreements and planned giving instruments, recommends appropriate classification, sets up new endowment accounts
- Reviews existing endowment gift agreements to ensure use of expendable funds is in line with donor intent
- Petitions for changes to gift agreements to comply with current law
- Ensures endowed scholarships are expended; secures annual return of unexpended funds from Financial Aid per donor instruction
- Prepares reports sent to update endowment donors on the performance of their funds
- Communicates with donors as needed to address questions and provides updates as needed to Development Officers for donor visits

3. Endowment Distribution Management

- Builds and revises financial models for various distribution scenarios; recommends spending rate, prepares material for review and approval by Board of Directors
- Prepares comparative analysis of current endowment values and distribution for campus stakeholders

QUALIFICATIONS

Education:

Equivalent to a bachelor's degree with a major in accounting, business administration, finance or a closely related field or a combination of education and experience which provides the required knowledge and abilities

- Bachelor's degree in Accounting or Business-related
- Certified Public Accountant (CPA)

Experience:

- A minimum of five years in progressive accounting experience will accept equivalent accounting education, training and financial record-keeping)
- Current knowledge of GAAP requirements for financial reporting
- Advance MS Excel skills including v-lookup, pivot tables, and macros
- Strong analytical and problem-solving skills
- Excellent organization skills with attention to detail
- Excellent analytical and communications skills

4. KNOWLEDGE, SKILLS AND ABILITIES

- Current knowledge of GAAP requirements for financial reporting
- Ability to handle multiple tasks simultaneously and meet deadlines
- Excellent verbal and written communication skills
- Ability to establish good working relationships with a diverse population and build trust and partnership across campus
- Ability to prepare complex schedules for monthly, quarterly and year-end reporting to donors, the campus and account holders
- Knowledge in building and revising financial models for annual endowment distribution, recommends annual spending rate, prepares materials for Board of Directors approval, and communicates with donors and campus stakeholders
- Ability to forecasts individual endowment distribution amounts based on various giving scenarios
- Ensures donor intent is upheld for expenditures from distribution accounts
- Ability to prepare progress reports, analyses, and informs manager of project status and deviation

- from goals. Ensures completeness, accuracy and timeliness of all operational functions
- Maintains endowment and pre-endowment subsidiary ledgers and the Fundriver endowment system
- Prepares and submits reports and analyses as requested and required

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. Typical office environment with a possible shared office space in a fast paced with heavy foot-traffic. Office includes common equipment and tasks. Physical ability to utilize computer and other office equipment in performing a variety of office functions. Order, organize and store supplies, and transfer materials for information booths and exhibits. On a regular basis, this position involves reaching for and lifting up to 25 pounds. The position will also on occasion need to push (e.g., in a cart) up to 75 pounds.

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.