

**POSITION DESCRIPTION**

<b>Position Title:</b>	<b>Human Resources &amp; Grant Assistant</b>
<b>Department:</b>	<b>Tower Foundation of San José State University</b>
<b>Reports To:</b>	<b>HR Manager and Grants Manager</b>
<b>Hiring Range:</b>	<b>\$28.85 - \$32.50 hourly DOE</b>
<b>Exempt Status:</b>	<b>Non-Exempt</b>
<b>Appointment:</b>	<b>Full-Time Benefited</b>
<b>Posting Date/Period:</b>	<b>2/19/2025</b>

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**

Under the supervision of the Human Resources Manager and the Grants Manager, the Human Resources & Grants Assistant will provide accounting, payroll, and administrative support to Tower human resources and grant units. This individual will support payroll processing and grant accounting and may support other finance and human resource administration activities as needed. The ideal candidate will have strong customer service skills and be able to maintain confidentiality in all matters.

This is a full-time, at-will position offering comprehensive benefits. The position is designated non-exempt under FLSA and is eligible for overtime compensation. Standard work hours are Monday – Friday, 8:00 a.m. to 5:00 p.m., but may vary based on operational needs. This position is approved for partial telecommuting with onsite work at San José University.

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

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**1. Human Resources and Payroll**

- Support semi-monthly payroll processing. Review and confirm the accuracy of timecards, process semi-monthly journal entries after payroll has been processed
- Administer the onboarding and offboarding processes for Tower-employed staff and students. Hold new employee training sessions, verify and file employment documentation. Ensure that all required procedures are followed and documentation is complete and filed
- Maintain all personnel files and employee records to ensure that they are accurate and current. Assist with the maintenance of HRIS system records
- Respond to employment verification requests

**2. Grant Accounting**

- Review grant-funded payroll expenditures to ensure proper coding, allocation, and alignment with grant activity
- Assist with the process of requesting, receiving, and disbursing philanthropic grant funds while maintaining compliance with grant agreements and contracts

- Review grant-funded payment requests and Tower purchasing card expenses for accuracy and compliance. Assist with processing payment requisitions and completing monthly Tower purchasing card reconciliations accurately and on time
- Assist in the preparation of periodic financial statements and grant-related financial reports

### **3. Other Duties as Assigned**

- May perform other duties as assigned

### **REQUIRED QUALIFICATIONS**

- Associate's degree
- Strong proficiency with common computer applications including Microsoft Word and Excel

### **PREFERRED QUALIFICATIONS**

- Undergraduate degree
- Knowledge of basic accounting principles and activity
- Knowledge of payroll practices, processes, and systems
- Knowledge of CA wage and labor laws and FLSA classifications
- Experience working within automated payroll system such as ADP

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to attend to details and perform data validation with accuracy
- Ability to communicate effectively in writing and verbally
- Ability to maintain confidential information
- Ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment

### **PHYSICAL DEMANDS**

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.

### **REASONABLE ACCOMMODATIONS**

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](mailto:towerjobs@sjsu.edu). A background check must be completed satisfactorily before any offers can be finalized.

### ***Tower Foundation is NOT a visa sponsoring organization***

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.