

TO FOUNDATION

POSITION DESCRIPTION

Position Title:	Controller
Department:	Tower Foundation of San José State University
Reports To:	Chief Operating Officer
Hiring Range:	\$150,000 - \$165,000 annually DOE
Exempt Status:	Exempt
Appointment:	Full-Time Benefited
Posting Period:	Open until fi

Pledge, Bequest, and Charitable Trust Accounting

- x Ensure pledges are recorded appropriately based upon Memoranda of Understanding, donor intent, etc.
- x Calculate realizable value of pledges and bequests receivable based upon relevant accounting guidance.
- x Maintain pledges and bequests receivable ledgers, including proper accounting for receivables (recording, aging, and discounting).
- x Monitor collectability of pledges receivable and confer with appropriate members of the Development team regarding collectability.
- x

