ACCOUNTING SPECIALIST
JOB #DEC967
$3,682 - $4,468 per month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: December 13, 2010
CLOSING DATE: January 13, 2011
POSITION LOCATION: Anaheim Campus - Accounting Department
SCHEDULED SHIFT: 8:00 a.m. - 5:00 p.m., Monday through Friday
STARTING DATE: As soon as possible

TYPICAL DUTIES
This position is responsible for performing advanced accounting duties in the preparation, maintenance and review of various financial statements, records, accounts, and budgets to assure accuracy and conformance to established policies and procedures. Prepare financial statements and reports as directed; ensure compliance with applicable rules, regulations, policies and procedures; maintain a variety of difficult and complex financial and accounting records, ledgers, statements and reports. Assist in the preparation and monitoring of District-wide or campus-wide budget; process budget transfers and prepare journal entries; monitor accounting activities of assigned categorically-funded programs; prepare expenditures and progress reports as required by funding agencies; reconcile and balance accounts and bank statements. Coordinate communication and accounting activities with other District departments and personnel, governmental agencies, private agencies and vendors. Answer questions and provide technical expertise to assist District personnel and department personnel regarding various records, budgets, accounts and programs. Prepare and process various documents involved in financial transactions, such as invoices, deposits for cash and checks, requisitions, purchase orders, contract agreements, and bids and maintain accurate records of cash and check receipts. Prepare, audit, and analyze invoices for payments, such as requisitions, petty cash vouchers, and mileage and travel expense reports; prepare claims for capital projects; process payments for payroll, loans, grants, and reimbursements; analyze accounts and perform year end closing. Audit financial documents to assure accuracy, completeness; conduct research to resolve discrepancies as necessary. Maintain and file a variety of financial and accounting records, forms, listings and files; operate a variety of office equipment and machines such as calculator, computer, copier, typewriter. Perform special projects as assigned, such as coordination of fee collection. Train and provide work direction and guidance to others as directed. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned. In addition to these essential functions, the Accounting Specialist may make decisions within established policies and procedures in the absence of designated Manager.

QUALIFICATIONS
Education and Experience: High school diploma or equivalent, supplemented by college courses in accounting.*
Minimum four (4) years increasingly responsible work experience in accounting and/or banking preferred.
*A list of completed college courses must be provided with the application – See section “Application Procedure”.

Ability to: Interpret, apply, and explain rules, regulations, policies and procedures; make arithmetic calculations quickly and accurately; operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.; analyze situations accurately and adopt an effective course of action; plan, organize and prioritize work; meet schedules and timelines; understand and follow oral and written directions; communicate effectively, both orally and in writing; understand scope of authority in making independent decisions; review situations accurately and determine appropriate action according to established
guidelines; train and provide work direction to others; establish and maintain effective working relationships with others.

Knowledge of: Accounting and auditing principles, practices and procedures; financial and statistical record-keeping principles; modern office practices, procedures and equipment; District organization, operations, policies and objectives; applicable sections of State Education Code and other applicable laws; computer-based accounting systems; various computer software programs.

WORKING RELATIONSHIPS

The Accounting Specialist maintains frequent contact with various departments, staff, and outside vendors, agencies and financial institutions.

WORKING CONDITIONS

College or District business office or customer service area; subject to sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.

APPLICATION PROCEDURE

Applicants MUST submit the following items:

1) District Classified Application (All sections must be completed.)
   → Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these sections will result in exclusion from the applicant pool.

2) List of completed college course work in accounting.
   → May be a list compiled by applicant or unofficial transcripts; must be submitted with application. Applications submitted without a list of college course work attached will be deemed incomplete and will not be considered.

Note: The incumbent will be required to submit official college transcripts at the time of hire.

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #DEC967, Accounting Specialist, in all correspondence. You may include cover letters, resumes, letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant’s responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission. THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.

Mail or deliver your application packet in person to:

North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

APPLICATION DEADLINE

Completed applications must be received in the Human Resources office on or before January 13, 2011, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Drivers License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available in the District’s Human Resources office.