BUSINESS OFFICE SPECIALIST
JOB #CCC872
$3,682 - $4,468 per Month

The District pays employee's portion of PERS retirement contribution. This is a classified position subject to a one-year probationary period.

DATE POSTED: July 10, 2013
100% Position, 12 MONTHS PER YEAR

CLOSING DATE: August 1, 2013

POSITION LOCATION: Cypress College – Business and Auxiliary Services

SCHEDULED SHIFT: 8:00 a.m. – 5:00 p.m.; Monday – Friday
(Schedule and shift are subject to change in accordance with department needs.)

STARTING DATE: As soon as possible

TYPICAL DUTIES

This position is responsible for performing complex accounting duties in the preparation, maintenance and review of various District or campus financial records, accounts, invoices, purchase requisitions and reports to assure accuracy and conformance to established policies and procedures; and coordinating administrative activities for an assigned area. Coordinate daily activities for accounting area or department; ensure compliance with accounting principles and standards; make recommendations to changes in procedures as necessary; reconcile and balance accounts and bank statements for assigned area or department. Perform secretarial and administrative duties of moderate complexity; schedule meetings and appointments for designated Manager; prepare agenda items; prepare minutes of meetings. Approve and reject purchase orders; prepare and review various documents involved in financial transactions, such as invoices, requisitions, journal entries, purchase orders, budget transfers, contract agreements, and personnel changes for accuracy, compliance with appropriate regulations, and District policies and procedures. Monitor accounting activities of assigned categorically-funded programs; prepare expenditures and progress reports as requested; assist with year-end closing process. Coordinate the preparation and monitoring of campus budgets as required; reconcile, balance, and research financial information for budget analysis purposes. Audit financial documents to assure accuracy, completeness; conduct research to resolve discrepancies as necessary. Coordinate communication and accounting activities with other departments and personnel, governmental agencies, private agencies and vendors. Provide information to District personnel regarding various records, budgets, accounts and programs; answer questions and resolve problems related to assigned program or accounting function. Maintain and file a variety of financial and accounting records, forms, listings and files requiring confidentiality; operate a variety of office equipment and machines. 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.

QUALIFICATIONS

Education and Experience: High school diploma or equivalent, supplemented by college courses in accounting AND minimum four (4) years increasingly responsible work experience in accounting.

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 a calculator, computer, copier, typewriter, etc.; analyze situations accurately and adopt an effective course of action; plan, organize and prioritize work; meet schedules and time lines; 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: District organization, operations, policies and objectives; accounting and auditing principles, practices and procedures; financial and statistical record-keeping principles; modern office practices, procedures and equipment; applicable sections of State Education Code and other applicable laws; computer-based accounting systems; various computer software programs.

**WORKING RELATIONSHIPS**
The Business Office Specialist maintains frequent contact with various departments and personnel, and outside vendors, agencies and financial institutions.

**WORKING CONDITIONS**
College or District business office environment; subject to sitting for long periods at a time (up to 2-3 Hours). Repetitive use of upper extremities including hand coordination activities.

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**Applicants MUST submit the following items:**

1. **DISTRICT CLASSIFIED APPLICATION REQUIRED:**
   Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. Failure to complete these sections will result in exclusion from the applicant pool. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these forms will result in exclusion from the applicant pool.

2. **LIST OF COMPLETED COLLEGE COURSE WORK OR UNOFFICIAL TRANSCRIPTS 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 or transcripts attached will be deemed incomplete and will not be considered.

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**APPLICATION PROCEDURE**
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 #CCC872, Business Office Specialist in all correspondence. You may include cover letters, resumes, and letters of reference, etc., as attachments to your complete 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 **August 1, 2013, 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. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.

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