OFFICE COORDINATOR
JOB #DEC943
$3,374 - $4,093 per Month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: June 26, 2007
CLOSING DATE: July 19, 2007
POSITION LOCATION: Anaheim Campus – Facilities Planning & Maintenance
SCHEDULED SHIFT: 8:00 a.m. to 5:00 p.m., Monday through Friday
STARTING DATE: As soon as possible

TYPICAL DUTIES:
This position is responsible for coordinating office activities; implementing policies and procedures; and performing a variety of complex administrative duties which may include accounting functions in the absence of the designated Manager to assure efficient operations. Coordinate office activities which may include accounting functions; discuss and review daily events with designated Manager to ensure timely and appropriate coordination of office activities; ensure that work is performed in a competent and timely manner. Ensure implementation and maintenance of established District policies and procedures; ensure compliance with federal policies and procedures related to accounting; assist in the development of revised District policies and procedures as necessary. Serve as an assistant to designated Manager; schedule meetings and appointments; prepare agenda items; maintain records and supplies; receive and process incoming mail. Make decisions within established policies and procedures in the absence of designated Manager. Attend meetings, conferences, and seminars to make presentations regarding policies and procedures. Answer questions and provide technical expertise to assist District personnel and department personnel regarding various records, budgets, accounts and programs. Coordinate communication and accounting activities with other District departments and personnel, governmental agencies, private agencies and vendors. 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; sign warrants; monitor accounting activities of assigned categorically-funded programs; prepare expenditure and progress reports as required by funding agencies. Audit financial documents to assure accuracy, completeness; conduct research to resolve discrepancies as necessary. Supervise, train, evaluate and direct the work of assigned staff 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:
Knowledge of: 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.
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 time lines; understand and follow oral and written directions; communicate effectively, orally and in writing; understand scope of authority in making independent decisions; review situations accurately and determine appropriate action according to established guidelines; supervise, train and provide work direction to others; establish and maintain effective working relationships with others.
Education and Experience: High school diploma or equivalent, supplemented by college courses in accounting. Minimum five (5) years increasingly responsible work experience in accounting and/or banking preferred, including management experience.
Licenses and other requirements: Some departments may require a valid California Driver's License.

WORKING RELATIONSHIPS:
The Office Coordinator maintains frequent contact with various departments and personnel, and outside vendors, agencies and financial institutions.

WORKING CONDITIONS:
College or District office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.

APPLICATION PROCEDURE:

DISTRICT CLASSIFIED APPLICATION REQUIRED (All sections must be completed)

DISTRICT APPLICATION REQUIRED
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 #DEC943, Office Coordinator on all correspondence. Cover letters, resumes, letters of reference, etc., if submitted, must accompany the 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 APPLICATION MATERIALS 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 July 19, 2007, 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 either its own leased, or district owned vehicles for District related activities must certify that they possess a valid California Drivers License. Employees must certify that their vehicle is 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