ACCOUNTING SPECIALIST
JOB #DEC967
$3,610 - $4,380 per Month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: October 25, 2007
CLOSING DATE: November 19, 2007
POSITION LOCATION: Anaheim Campus – Fiscal Affairs
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 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 expenditure 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 payment, 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 functions. Audit financial documents to assure accuracy and 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, and 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.

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.

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.

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; train and provide work direction to others; establish and maintain effective working relationships with others

OTHER FUNCTIONS

In addition to essential functions, the Accounting Specialist may make decisions within established policies and procedures in the absence of designated Manager.

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

- **DISTRICT CLASSIFIED APPLICATION REQUIRED** *(All sections must be completed)*

- **List of completed college course work in accounting.** *(May be a list compiled by applicant or unofficial transcripts. Unofficial transcripts verifying completion of college courses must be provided 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 **November 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 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.**