THE POSITION

MANAGER, CAMPUS ACCOUNTING
Job #CCM987

STARTING DATE
Within a mutually agreeable time as soon as possible after acceptance of the position.

BASIC FUNCTION
Under the direction of the chief business officer, this position is responsible for performing a variety of responsible duties related to the management of campus budget and fiscal operations.

DUTIES AND RESPONSIBILITIES
Perform accounting functions for a variety of assigned funds and accounts; review financial transactions and records to assure solvency and compliance with District procedures and Generally Accepted Accounting Principles.

- Participate in the preparation of assigned campus budgets; monitor expenditures and other account activities.
- Direct the collection, accounting and disbursement of fees and other monies in accordance with established policies and procedures; monitor cash balances and manage the short and long-term investment of funds.
- Assist in the management of business activities related to campus athletic programs and auxiliary services.
- Analyze and review accounting procedures and processes; formulate and implement changes and revisions as needed to assure effective and efficient operations.
- Perform fiscal and administrative analyses to evaluate operational effectiveness; provide assistance and technical expertise to campus and District personnel.
- Direct the preparation, distribution and interpretation of financial statements and reports; prepare and review financial documents including vouchers, billings, bank statements and others; reconcile accounts and post entries to general ledgers.
- Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.
- Plan, organize, and arrange appropriate training and staff development activities; provide orientation for new employees.
- Organize, attend, and/or chair a variety of meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.
- Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS
Any combination equivalent to a bachelor’s degree in accounting, business, public administration, economics or related field and three years of responsible accounting and cash management experience, preferably in a public entity.

DESIRABLE QUALIFICATIONS
Work experience in a community college or school district (K-12) business office environment.
- Familiarity with the SCT Banner Finance System.
- Demonstrated strong analytical and computational skills.
- Ability to interpret, apply and explain rules, regulations, policies and procedures.
- Knowledge of the Community College Budget and Accounting Manual.

KNOWLEDGE
- Knowledge of the California Education Code and Title 5 regulations as they relate to budget and accounting.
- Knowledge of generally accepted accounting principles as they relate to governmental/non-profit entities.
- Demonstrated experience and high-level proficiency in the use of Excel and other accounting software for databases, spreadsheets and other business processes.
- Experience working with individuals from diverse academic, socioeconomic, cultural and ethnic backgrounds.

BENEFITS
- The District is a participating agency in the CalPERS Hospital and Medical Care plan which allows eligible employees to select from several plans for their hospital and medical care. The District pays the full cost of the employee-only health insurance premium for the plan selected by the employee. In addition, the District provides a discretionary fringe benefit allowance that may be allocated toward the premium cost of eligible dependent health insurance, dental insurance, vision insurance, life insurance, accident insurance, income protection insurance, and available investment options.

APPLICATION PROCEDURE
Reference Job #CCM987 in all correspondence. Download the District Classified Management Application on our website at http://www.nocccd.edu, or email requests to hr@nocccd.edu, or contact the Human Resources Office at (714) 808-4810. All application materials must be submitted with the District Classified Management Application as a complete package.

A complete application package MUST include the following:
1. Completed District Classified Management Application.
2. Letter of interest which demonstrates written communication skills and addresses the qualifications relevant to the position.
3. Resume describing educational background and work experience.
4. Undergraduate AND graduate college transcripts (may be unofficial). Evidence of degree conferred/awarded must be printed on the transcripts. Evaluations of foreign degrees and/or course work are required. See www.nocccd.edu/employment for information regarding evaluation of foreign degrees.

Incomplete application packages and/or applications without signatures will not be considered. Failure to sign and to complete all fields in the General Information section of the application will be considered an incomplete application. All mandatory supplemental forms must be completed and returned with the application. All submitted materials become the property of the North Orange County Community College District and will be considered for this position only. The District will not return or make photocopies of application materials.

Applicant bears the sole responsibility for ensuring that the application package is complete when submitted. Materials submitted independently of the application package will not be accepted.

Submit application package to:
Human Resources Office
North Orange County Community College District
1850 W. Romneya Dr.
Anaheim, CA 92801

Visit: http://www.nocccd.edu
E-mail: hr@nocccd.edu
Tel: (714) 808-4810

All mandatory supplemental forms must be printed on the application materials.

Note: Failure to sign and complete all fields in the General Information section of the application will be considered an incomplete application. All mandatory supplemental forms must be completed and returned with the application.

See www.nocccd.edu/employment for information regarding evaluation of foreign degrees.

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DEADLINE FOR APPLICATIONS

Application package must be received by 5:00 pm, October 14, 2010. Postmarks will not be accepted. The District does NOT accept application materials by fax or email.

SELECTION PROCESS

The Hiring Committee will paper screen applications and select a limited number of candidates for an interview. This process will take several weeks. At the time of the interview a presentation and/or a written exercise related to the assignment 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.

The candidate selected for employment will be required to provide the following: official transcripts and verification of experience prior to the first duty day; identification and eligibility for employment within three (3) days of employment, pursuant to the Immigration Reform and Control Act; fingerprints and required medical certification pursuant to statute.

Cypress College: “Minds. Motivated.”

Cypress College has motivated the minds of students since 1966. For nearly a half-million people – including actors, athletes, doctors, executives, mechanics, nurses and teachers – Cypress College has been a springboard to their dreams. For some, Cypress College is the ticket into their university of choice and for others it provides essential training for a rewarding career. Just one Cypress College class is often all it takes to provide cutting-edge skills that lead to a promotion or a new job. Cypress College – Minds. Motivated.

Cypress College’s 16,500 students and the highly qualified teaching faculty are proud of the many excellent academic and vocational programs. Cypress College offers 58 university-transfer majors, 141 career-certificate programs, and degrees in 51 areas of study. Dr. Michael J. Kastler is the president.

Cypress College can be found on the web at www.cypresscollege.edu.

NOCCCD: “Greatness. Achieved.”

The mission of the North Orange County Community College District is to serve and enrich our communities and inspire life-long learning by providing education that is exemplary, relevant, and accessible.

Two of the state’s premiere colleges and most extensive continuing education program combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 70,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. College students are able to shape their futures in programs leading to associate degrees, vocational certificates, and transfer opportunities. Life-long learning also is possible in continuing education programs that range from high school completion and basic skills mastery through an array of vocational training and self-development courses. The NOCCCD campuses serve an area of over one million diverse people – each pursuing their own, unique ambitions. The NOCCCD – Greatness. Achieved.

The District is governed by a seven-member Board of Trustees, elected at large by registered voters residing in the District. The Chancellor is Dr. Ned Doffoney. The total District budget for 2009-10 was $200 million.

Cypress College and Fullerton College offer associate degrees, vocational certificates, and transfer education as well as developmental instruction and a broad array of specialized training.

The School of Continuing Education offers a variety of academic, training, and enrichment opportunities, including: high school completion, basic skills mastery, vocational certificates, and self-development courses.

For further information about the position contact:

Raul Alvarez
Executive Director, College Foundation/Community Relations
(714) 484-7126

Manager, Campus Accounting
Job #CCM987

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 online at www.nocccd.edu.