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| <b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT<br/>JOB DESCRIPTION</b> |
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|---------------|--------------------|----------------|---------------|
| Job Title:    | Office Coordinator | Range:         | 40            |
| Date Revised: |                    | Date Approved: | April 8, 2003 |

**PRIMARY PURPOSE**

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.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

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| 1.  | Coordinates office activities which may include accounting functions; discusses and reviews daily events with designated Manager to ensure timely and appropriate coordination of office activities; ensures that work is performed in a competent and timely manner.   |
| 2.  | Ensures implementation and maintenance of established District policies and procedures; ensures compliance with federal policies and procedures related to accounting; assists in the development of revised District policies and procedures as necessary.   |
| 3.  | Serves as an assistant to designated Manager; schedules meetings and appointments; prepares agenda items; maintains records and supplies; receives and processes incoming mail.   |
| 4.  | Makes decisions within established policies and procedures in the absence of designated Manager.  |
| 5.  | Attends meetings, conferences, and seminars to make presentations regarding policies and procedures.  |
| 6.  | Answers questions and provides technical expertise to assist District personnel and department personnel regarding various records, budgets, accounts and programs.   |
| 7.  | Coordinates communication and accounting activities with other District departments and personnel, governmental agencies, private agencies and vendors.   |
| 8.  | Prepares financial statements and reports as directed; ensures compliance with applicable rules, regulations, policies and procedures; maintains a variety of difficult and complex financial and accounting records, ledgers, statements and reports.  |
| 9.  | Assists in the preparation and monitoring of District-wide or campus-wide budget; processes budget transfers and prepares journal entries; signs warrants; monitors accounting activities of assigned categorically-funded programs; prepares expenditure and progress reports as required by funding agencies. |
| 10. | Audits financial documents to assure accuracy, completeness; conduct research to resolve discrepancies as necessary.  |
| 11. | Supervises, trains, evaluates and directs the work of assigned staff as directed.   |
| 12. | Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.   |
| 13. | Performs related duties as assigned.  |

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**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

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

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**EDUCATION AND EXPERIENCE**

High school diploma or GED, supplemented by college courses in accounting  
Minimum five (5) years increasingly responsible work experience in accounting and/or banking preferred, including management experience

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of accounting and auditing principles, practices and procedures  
Knowledge of financial and statistical record-keeping principles  
Knowledge of modern office practices, procedures and equipment  
Knowledge of applicable sections of State Education Code and other applicable laws  
Knowledge of computer-based accounting systems  
Knowledge of various computer software programs  
Ability to interpret, apply, and explain rules, regulations, policies and procedures  
Ability to make arithmetic calculations quickly and accurately  
Ability to operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, orally and in writing  
Ability to understand scope of authority in making independent decisions  
Ability to review situations accurately and determine appropriate action according to established guidelines  
Ability to supervise, train and provide work direction to others  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

None

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**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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