



ANTELOPE VALLEY COLLEGE  
Office of Human Resources & Employee Relations

**ANNOUNCEMENT OF TEMPORARY, SHORT-TERM, NON-CONTINUING, SUBSTITUTE ASSIGNMENT**

**ASSIGNMENT:** Accounting Assistant III

**SALARY:** \$20.50/hr

**DEADLINE:** October 3, 2011  
(Applications reviewed on an as received basis; assignment open until filled)

**SCHEDULE:** Monday – Friday: 8:00am – 4:30pm  
Total hours may not exceed 999 in a year. Total days may not exceed 100 in a year.  
(Days are counted regardless of # of hours worked per day)

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**TYPICAL DUTIES MAY INCLUDE:**

- Collects, compiles, matches, totals and verifies accuracy and completion of a variety of complex financial and statistical documents and materials; corrects and recalculates data as needed; processes according to established procedures; follows up and resolves issues and concerns as necessary.
- Posts, arranges, and balances financial records; prepares and maintains journals, ledgers, accounts and other financial records; coordinates accounts receivables; coordinates financial aid functions and IRS reporting of 1099's.
- Draws down, transfers, posts and monitors Federal and State financial aid revenue.
- Prepares and verifies the accuracy of financial and statistical records, reports, accounts, documents, and closing functions monthly and annually; prepares trial balances, schedules and various financial and statistical statements; correct errors and transfer funds to proper accounts; enters data and account transfers to computer; coordinates district auxiliary accounts.
- Performs difficult calculations and enter a variety of financial, statistical and payroll data into computer; verifies accuracy of district and county computer output and corrects as necessary.
- Prepares and maintains a variety of records, reports, ledgers and accounts; prepares reports for a variety of government agencies; performs a variety of general clerical duties including answering phones, opening mail and typing.
- Responds to questions from employees, supervisors and others; interprets, applies and explains laws, regulations, policies, procedures, contracts, Board actions and State Education Code.
- Operates a variety of office equipment including a computer terminal, typewriter, microfiche, printer, copier, calculator, fax machine and signature machine.
- Assists district sites with proper completion and maintenance of journals, ledgers, documents and statements; trains personnel as necessary.
- Performs other related duties as may be assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school; with some college-level coursework preferred; and three years of increasingly responsible financial record-keeping experience, including at least one year in an automated accounting environment; preferably in a community college or district-level school setting.

**KNOWLEDGE OF:**

- Principles, methods, procedures and terminology used in complex clerical accounting work.
- Financial and statistical record-keeping techniques.
- District payroll policies and procedures.
- Preparation, maintenance, verification and processing of variety of records.

**KNOWLEDGE OF (Continued):**

- Applicable sections of the State Education Code, federal financial aid regulations and other applicable laws.
- Preparation, review and control of assigned accounts.
- Modern office practices, procedures and equipment.
- Operation of a computer and data entry techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic research methods.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.

**ABILITY TO:**

- Perform a variety of complex accounting clerical duties involving independent judgment and initiative.
- Maintain accurate financial and statistical records.
- Verify, balance and adjust accounts.
- Apply and explain policies, procedures, rules and regulations.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Work independently with little direction.
- Meet schedules and time lines.
- Plan and organize work.
- Establish and maintain cooperative and effective working relationships with others.

**PHYSICAL EFFORT:**

- Requires the ability to exert some physical effort, such as walking, standing and light lifting
- Minimal dexterity in the use of fingers, limbs and body in the operation of office equipment.
- Tasks require extended periods of time at a keyboard.

**WORKING CONDITIONS:**

- Normal office environment.

## APPLICATION PROCEDURE

To be considered an applicant for a temporary short-term non-continuing pool assignment in the Antelope Valley Community College District, all of the following documents must be submitted no later than 4:30 p.m. on the deadline date.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College [Temporary Short-Term Employment Application](#)
2. Résumé
3. Transcripts: If college-level coursework or a degree is required in the job announcement under "Education and Experience":
  - a. Submit transcripts of all college-level coursework as required (unofficial transcripts or photocopies will be accepted to establish the application file).
  - b. No copies of degree/diplomas will be accepted as proof of college education.
  - c. Official documents will be required if the candidate is offered the position.

The application must be filled out completely and signed. Do not indicate "See Résumé" on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

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Application forms are available on the AVC web site [www.avc.edu](http://www.avc.edu) or from the Human Resources Office. Submit application packet to:



ANTELOPE VALLEY COLLEGE

Office of Human Resources  
3041 West Avenue K  
Lancaster CA 93536  
(661) 722-6311

Faxed or emailed materials cannot be accepted.  
Unsolicited materials will not be included. Postmarks will not be accepted.

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Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

***AVC is an equal opportunity employer***