



Office of Human Resources & Employee Relations
ANNOUNCEMENT OF CLASSIFIED POSITION

POSITION: Accountant (Fiscal Services) **Full time, 12 months**
Measure AV Bond ending 2031

WORK SCHEDULE: Monday – Thursday: 8:00am – 5:30pm
 Fridays: 7:30am – 11:30am
 (Hours not to exceed 40 hrs. per week. Exact work schedule to be determined by supervisor based on department needs and college hours of operation.)

SALARY: Range 21, \$4,663.18/mo. + benefits

DEADLINE: May 6, 2019
ANTICIPATED START DATE: May/June 2019

BASIC FUNCTION:

Under the direction of the Controller, performs a variety of technical accounting duties in the preparation, compliance, maintenance, analysis, and control of district budgets, accounts receivable and payable, financial report preparation for restricted and unrestricted programs, accounts and grants. Maintains related records and prepares periodic and annual reports. Prepares a variety of local, county, State, and federal financial reports, and projections. Performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: E = indicates essential duties of the position

- Serves as liaison to district employees resolving accounting, budgeting, expense and compliance problems. (E)
- Analyzes, prepares, and reviews data for claims, invoices and financial reporting to various agencies, including state, county, federal, local, and private entities. (E)
- Records accounting transactions, adjustments, and accruals. (E)
- Meets with departmental managers, program managers, and directors to review accounting aspects of their departments, program, and grant financial issues. (E)
- Interprets guidelines and ensures accurate accounting in compliance with GAAP and GASB and compiling various reports for management, county, State, and federal agencies. (E)
- Balances budgets and accounts and reconcile financial statements. (E)
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: bachelor's degree in accounting, bookkeeping or related field and three years increasingly responsible professional experience in the preparation and maintenance of financial and statistical records.

KNOWLEDGE OF:

- School district accounting and auditing principles, practices and procedures.
- Financial, statistical and fiscal record-keeping principles.
- Preparation and maintenance of comprehensive accounting and budgetary records.
- Financial reporting procedures.
- Data processing applications to accounting and auditing functions related to database management, electronic spreadsheets and word processing.
- Applicable sections of State Education Code and other applicable laws.
- Modern office practices, procedures and equipment.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a personal computer and computer terminal.

KNOWLEDGE OF (continued):

- Technical aspects of field of specialty.
- District organization, operations, policies and objectives.
- Policies and objectives of assigned program and activities.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

- Perform a variety of technical accounting duties in the preparation, maintenance and control of District budgets, including appropriation of program income and expense, expense and appropriation transfers, analysis of categorical and ROP programs and accounts and the development of financial statements.
- Maintain and prepare periodic and annual reports.
- Prepare a variety of local, county, State and federal financial reports and projections.
- Maintain and audit fiscal records and accounts.
- Assure compliance with applicable district policies, procedures and governmental regulations.
- Balance budgets and accounts and reconcile financial statements.
- Interpret and apply rules, regulations, policies and procedures.
- Plan and organize work.
- Operate a variety of office equipment and machines including computer terminals, personal computers and spreadsheet applications.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Meet schedules and time lines.
- Compile, analyze and record financial and statistical data.
- Communicate effectively both orally and in writing.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS: College and administrative personnel, outside agencies, contractors, and vendors.

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.

WORKING CONDITIONS:

- Normal office environment.

APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted by close of the HR Office on the deadline date. HR Office Hours: Monday-Thursday 7:30am-6:00pm and Friday 7:30am-11:30am.

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

1. A completed and signed Antelope Valley College *Classified Application*
2. Cover letter addressing your interest and qualifications
3. Résumé
4. 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.
 - d. If "coursework" requirement is satisfied from a non-traditional college setting, submit photocopies of certificates earned that apply to the position only.

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.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:



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**

A selection committee will screen applications of candidates meeting minimum requirements. Meeting minimum requirements does not assure the applicant of an interview. Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

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

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

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.