



Office of Human Resources & Employee Relations

ANNOUNCEMENT OF CLASSIFIED POSITION

POSITION: Accounting Assistant II (Cashier's Office/Business Services) F/T, 12 months RN17-125

WORK SCHEDULE: Monday – Thursday: 7:30am – 6:30pm
Friday: 7:30am-12:00pm
(Scheduled work hours may be adjusted dependent on department need)

SALARY: Range 13, \$3,496.20/mo. + benefits

DEADLINE: July 25, 2018

START DATE: TBD

BASIC FUNCTION:

Under the direction of a designated supervisor, performs a variety of responsible accounting duties related to Associated Student Organization (ASO) funds and accounts, budget accounts, accounts payable, accounts receivable, assisting with payroll and cashiering and others; receipt, post, balance and reconcile financial transactions; assist in the preparation and processing of financial, statistical and personnel-related documents, records and materials. Performs other related responsibilities as may be assigned.

DISTINGUISHING CHARACTERISTICS:

Accounting Assistant II incumbents are assigned responsible clerical accounting duties requiring the exercise of a greater amount of experience and independence in such areas as accounts payable, accounts receivable and ASO fund, assisting with payroll and cashiering and preparing and processing financial and statistical documents for multiple accounting functions. Incumbents in the Accounting Assistant III classification Performs complex accounting clerical duties in processing District classified and faculty payroll. Accounting Assistant I incumbents perform repetitive tasks in support of assigned accounts and perform clerical, data entry and basic payment processing work.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Maintains financial and statistical records related to assigned areas of accounting and coordinates these with other accounting functions (E)
- Assure payments, receipts and documentation are in accordance with district, county, State and federal laws, regulations and procedures (E)
- Receives, counts, balances, and posts financial transactions to proper accounts and ledgers; enters inventory, financial and statistical data to proper account; adjust accounts as needed (E)
- Prepares and maintains accounting records for ASO accounts, budget accounts; post financial data and prepares reports showing trial balances, profit and loss (E)
- Performs a variety of accounting clerical duties related to the processing of district accounts payable; inspect invoices for accuracy and verify receipt of goods as ordered (E)
- Enter purchase orders and receipt of goods into college system; verifies accuracy of purchase orders against requisition data (E)
- Contacts vendors to discuss billing and receipt issues; clarify issues and exchange information as needed; researches statements received from vendors and inspect invoices received for supporting codes and documentation (E)
- Enters data related to issuing refunds and canceling warrants; compile and distribute supporting data as needed
- Performs a variety of calculations and financial and statistical recordkeeping; verifies accuracy of financial and numerical data and follows-up on issues of inaccuracy and discrepancy (E)

Annual Security Report is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

REPRESENTATIVE DUTIES: (Cont.)

- Receives and disburses cash according to established procedures; refund or bill students for fees due; distribute financial aid checks; prepares bank deposits and reconciliations; enters appropriate data into computer and posts to proper accounts
- Performs a variety of clerical duties related to student events and activities
- Operates a variety of office equipment including computer, adding machine, copier
- Provides direction and guidance to student workers
- Performs other related duties as may be assigned

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of responsible clerical accounting experience.

KNOWLEDGE OF:

- Methods, procedures and terminology used in assigned clerical accounting duties
- Financial and statistical record-keeping techniques
- Advanced accounting practices and procedures
- Modern office practices, procedures and equipment
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Laws, rules and regulations related to assigned activities
- District organization, operations, policies and objectives
- Interpersonal skills using tact, patience and courtesy
- Basic operation of standard office machines
- Telephone techniques and etiquette
- Operation of a computer and applicable software

ABILITY TO:

- Prepare and maintain accurate financial and statistical records
- Perform clerical accounting duties in the maintenance of assigned accounts
- Perform responsible and advanced clerical accounting procedures
- Verify, balance and adjust accounts
- Process and record accounting transactions accurately
- Operate a computer and applicable software
- Prepare financial statements and other technical financial reporting documents
- Operate office equipment such as a calculator, typewriter and copier
- Plan and organize work
- Work confidentially with discretion
- Add, subtract, multiply and divide quickly and accurately
- Learn, apply and explain policies, procedures, rules and regulations
- Answer telephones and greet the public courteously
- Perform clerical duties such as filing, typing, duplicating and maintaining routine records
- Type at an acceptable rate of speed
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides direction and guidance to student workers. Do not have full-time employees to supervise.

CONTACTS: Co-workers, other departmental personnel, vendors, LACOE, vendors, agencies, students, and student workers.

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 classified position in the Antelope Valley Community College District, all of the following documents must be submitted by close of day to the HR Office on the deadline date. HR Office Hours: Mon-Thru 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

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.