



RN17-130

Office of Human Resources & Employee Relations  
**ANNOUNCEMENT OF CLASSIFIED POSITION**

**POSITION:** Senior Accountant Fiscal Services Full time, 12 months  
Monday – Thursday: 8:30am – 6:00pm  
Fridays: 7:30am – 11:30am  
(Hours not to exceed 40 hours per week. Exact work schedule to be determined by supervisor based on department needs and college hours of operation.)

**SALARY:** Range 23, \$5,011.41/mo. + benefits

**DEADLINE:** August 20, 2018

**ANTICIPATED**

**START DATE:** October 1, 2018

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**BASIC FUNCTION**

Under the general direction of the Executive Director of Business Services & Fiscal Services Manager, performs advanced level accounting including technical and complex calculations, research, process development and training typically in an assigned area of concentration. The role requires frequent collaboration with multiple district employees in varied departments for the mutual effort of advancing college purposes through the stewardship of resources. The level of expertise and breadth of responsibility is such that providing guidance and training to cohorts is a routine part of the workweek. Requires exceptional organization and communication skills as well as knowledge of established accounting principles to a wide variety of fiscal issues.

**REPRESENTATIVE DUTIES:**

- Records, maintains & inspects financial transactions in the college's accounting system typical to the role of an accountant.
- Interprets guidelines & ensures the accounting and use of resources are in compliance with GAAP, GASB, OMB circulars & requirements as set forth from governing authorities and administering agencies.
- Reviews supporting documents to ensure completeness, accuracy, and proper authorization is obtained.
- Performs and analyzes moderate to advanced technical calculations & reconciliations, identifying cause of discrepancies and corrective measures.
- Assists in the development of revisions to accounting systems, procedures and forms to ensure efficient and effective workflow
- Serves as liaison to district employees, including managers & directors on accounting, budgeting, and compliance matters.
- In consultation with managers & directors, drafts program budgets that ensure good stewardship of funds granted to the District from a variety of sources, while adhering to governing policies, restrictions and timelines.
- Supports managers & directors across the District by both preparing standard and non-standard reports, including financial information that spans over multiple years for numerous programs.
- Assists in the development of streamlined procedures to facilitate the distribution of financial information between the District's business office and departments.
- Assists in the development and implementation of tracking methods for district match requirements
- Conducts expenditure analysis and audits to ensure full reimbursement of district's costs in association with special funding

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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/>

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**REPRESENTATIVE DUTIES: Continued**

- Initiates draw down of federal and state monies due to the District
- Performs other related responsibilities as may be assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a bachelor's degree in accounting or related field with four years of increasingly responsible accounting experience in maintenance and reporting of financial information.

**KNOWLEDGE OF:**

- Accounting, budgeting and auditing principals and practices
- Financial and statistical record-keeping techniques
- Preparation of varied and comprehensive accounting reports
- Applicable sections of State Education Code and other applicable laws.
- Modern office practices, procedures and equipment
- Operation of a computer and applicable software.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication and presentation skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

- Maintain cooperative and effective working relationships with others, demonstrating sensitivity and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college staff and students.
- Plan and organize work, making independent analysis & corrective action
- Lead to achieve desired outcomes
- Meet schedules and timelines
- Operate a variety of office equipment such a computer, calculator, typewriter, microfiche viewer and copier.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Provides direction and support as it relates to accounting. No permanent full-time staff to supervise.

**CONTACTS**

Administrators, department chairs and deans, students, vendors, government agencies, and co-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 the H.R. Office on the deadline date. H.R. Office hours are Monday –Thursday 7:30 am to 6:00 pm and Friday 7:30 am to 11:30 am.

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

1. Cover letter addressing your interest and qualifications
2. A completed and signed Antelope Valley College [Classified Application](#) application
3. Résumé
4. Transcripts: If college-level coursework or a degree **IS** required in the job announcement or if applicant is submitting transcript to satisfy minimum qualifications noted under “Education and Experience”:
  - a. Submit transcripts of **ALL** college work that supports and substantiates the requirements of this position. Transcripts must include verification of degrees conferred. (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 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.

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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.

The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

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.***