



Office of Human Resources & Employee Relations
ANNOUNCEMENT OF CLASSIFIED POSITION

Position: Senior Accounting Technician
Salary: Range 19 - \$4,339.27 mo./+ Benefits
Work Schedule: Monday – Thurs: 8:00am-5:00pm
Friday: 8:00am-12:00pm
Deadline: April 30, 2018
Start date: May 15, 2018

RN 17-71
F/T, 12 mo.

BASIC FUNCTION:

Under the direction of the Fiscal Services Manager performs the full range of routine to complex administrative support and technical duties in the District's Fiscal Services Department. Incumbents at this level are capable of performing advanced technical accounting work in support of various college auxiliary functions, categorical programs, and/or District functions. This position requires reconciliation of District local bank accounts, Treasury/Tax Collector accounts, State & Federal grants and/or financial aid disbursements. Incumbents receive minimal instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

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

- Perform a variety of advanced technical accounting work in the preparation, maintenance and review of financial records, accounts, and reports; ensure compliance with established District policies, procedures, governmental regulations, and generally accepted accounting principles. (E)
- Prepare, maintain, and evaluate financial statements, records, and reports developed for auxiliary functions, grants, and/or categorical programs to ensure accuracy, completeness, and compliance with established guidelines, rules, regulations, and procedures. (E)
- Gather, review, and synthesize a variety of accounting and financial data; prepare routine and non-routine reports; develop, format, and revise technical and statistical charts, graphs, and flowcharts in order to present information. (E)
- Monitor contract and grant compliance for proper accounting and appropriate distribution and recording of expenditures; assist program directors with fiscal compliance issues; prepare required reports. (E)
- Assists with establishing, monitoring, and maintaining a system of internal controls to safeguard college resources and ensuring proper accountability. (E)
- Verify, reconcile, balance and adjust a variety of complex accounts. (E)
- Answer complex and non-routine inquiries from administrators, staff, vendors, or students regarding various records, budgets, accounts and programs. (E)
- Prepare, process, audit, and review a variety of financial documents such as requisitions, purchase orders, receipts, and inventory records. (E)
- Prepare and process journal vouchers; ensure proper account codes are assigned to payroll, accounts payable, and other records. (E)

REPRESENTATIVE DUTIES: (Cont'd)

- Collect, receipt, record and deposit monies for assigned accounts; sort and post to appropriate account; reconcile cash, receipts, and statements; resolve or assist in the resolution of discrepancies and errors; may serve as custodian of petty cash. (E)
- Receive and record non-sufficient fund (NSF) checks; contact individuals by phone or in writing for payment of returned checks; send collection letters and past due notices as appropriate; place student accounts on hold when necessary. (E)
- Perform accounts receivable functions such as receiving and recording payments, and balancing and reconciling monthly accounts receivable reports. (E)
- Maintain a variety of files. (E)
- Reconcile deposits to bank statements, and prepare records pertaining to a variety of college
- Records, assembles, tabulates, and reconciles financial and statistical data; reconciles and balances accounts; and researches and resolves discrepancies. (E)
- Maintains a wide variety of complex accounting and financial records, ledgers, statements, and reports; analyzes documents for payment; analyzes accounts. (E)
- Generates and assists in the preparation of monthly, quarterly, and year-end financial, summary and technical reports and closing functions, to include board reports. (E)
- Processes information and develops reports using standard word processing and spreadsheet software, as well as, accounting, financial, and other related electronic information systems. (E)
- Assists with implementation and testing of automated enterprise application systems or emerging technologies related to assignment. (E)
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner. (E)
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school and five years of accounting or reconciliation experience or an associate's degree and 3 years of clerical or accounting or reconciliation experience

KNOWLEDGE OF:

- Terminology and practices of financial and account document processing and record keeping and general accounting practices and procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, as well as District policies, procedures, and objectives relevant to assigned area of responsibility.
- Principles and practices of data collection and report preparation.
- Business arithmetic, statistical and basic financial techniques.
- Financial and statistical record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and computer applications, including word processing, database, and spreadsheet software.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

ABILITY TO:

- Perform detailed and complex account and financial office support work accurately and in a timely manner.
- Train and provide work direction and guidance to others as needed.

ABILITY TO: (CONT'D)

- Respond to and effectively prioritize multiple phone calls and other requests for service. Interpret, apply, and explain applicable policies and procedures.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs, 10-key calculator by touch, copier/scanner, printer, fax machine, currency and coin counters, cash register, and bankcard systems.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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

CONTACTS: Co-workers, other departmental staff, vendors, students and faculty.

PHYSICAL EFFORT:

- Sitting for extended periods of time.
- Bending and reaching to retrieve and file records.
- Light lifting of boxes.

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 no later than 6:00pm Mon-Thurs and 11:30am on Fridays of 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 *Classified Application*
2. Cover letter (addressing your interest and qualifications)
3. **Résumé**
4. **Transcripts:**
 - 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.

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**

**Office hours: Monday-Thursday (7:30 am – 6:00 pm)
Friday: (7:30 am – 11:30 am)**

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.

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.