



Office of Human Resources &amp; Employee Relations

**ANNOUNCEMENT OF TEMPORARY, PROFESSIONAL EXPERT, NON-CONTINUING, SUBSTITUTE ASSIGNMENT**

<b>POSITION:</b>	<b>Accounting Services Expert</b>	<b>Professional Expert</b>
<b>CAMPUS HOURS:</b>	<b>Monday – Thursday: 7:30am – 6:00pm</b> <b>Fridays: 7:30am – 11:30am</b> Exact work schedule to be determined by supervisor based on department needs and college hours of operation.) <b>Work schedule may vary based on hours of operation. Hours not to exceed 25 hours a week and/or 100 hours per month. Total hours may not exceed 999 in a year. Total days may not exceed 100 in a year.</b> (Days are counted regardless of # of hours worked per day)	
<b>SALARY:</b>	<b>\$37.00/hr.</b>	
<b>DEADLINE:</b>	<b>Establishing a pool</b>	
<b>START DATE:</b>	<b>TBD</b>	

**BASIC FUNCTION:**

Under general direction, reviews and performs advanced level accounting, research, process development and consultation for Antelope Valley College to ensure compliance with GAAP, GASB, OMB circulars and requirements set forth by the District.

**DISTINGUISHING CHARACTERISTICS:**

This class is distinguished from related classes in the following ways: Accounting Services Expert provides professional expertise for a limited term to the office of Business Services.

**REPRESENTATIVE DUTIES:**

The classification specification provides a summary of the typical job duties performed, along with the general nature of the level of work performed by employees in this classification. Duties may include, but are not limited to, the following:

- Inspects financial transactions in the college's accounting system and provides guidance.
- Reviews that 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.
- Analyzes moderate to advanced technical calculations & reconciliations, identifying cause of discrepancies and corrective measures.
- Provides recommendations to revisions to accounting systems, procedures and forms to ensure efficient and effective workflow.
- Consults with and supports managers & directors with accounting guidance.
- Provides guidance for procedures to facilitate the distribution and tracking of financial information.
- Conducts expenditure analysis and audits to ensure full reimbursement of district's costs in association with special funding.
- Performs other related responsibilities as may be assigned.

**EDUCATION AND EXPERIENCE:**

- A bachelor's degree in accounting or a related field with four years of increasingly responsible accounting experience in maintenance and reporting of financial information.

OR

- An associate's degree in accounting or a related field and six years of increasingly responsible accounting experience in maintenance and reporting of financial information.

OR

- Ten years of increasingly responsible accounting experience in maintenance and reporting of financial information.

**KNOWLEDGE OF:**

- Accounting, budgeting and auditing principles and practices
- Established accounting principles to a wide variety of fiscal issues.
- 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:**

- Exceptional organization and communication skills
- Maintain cooperative and effective working relationships with others, demonstrating sensitivity and respect for the diverse academic, socio-economic, ethnic, and 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 Temporary, Short Term 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. Office hours are Monday –Thursday 7:30 am to 6:00pm and Fridays 7:30 am to 11:30 am.

**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. Cover letter addressing your interest and qualifications
3. Résumé
4. Transcripts:
  - a. Submit transcripts of **ALL** college-level coursework that supports and substantiates the requirements of the 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.

**\*Note:** Any degree from a country other than the U.S., including Great Britain and Canada, must be evaluated by a professional evaluation service. For more information please go to: <http://www.avc.edu/administration/hr/employment.html>

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.

*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.**