Employment Opportunity
Accounting Specialist
CL10-17 Career Education and Economic Development
(50% categorically-funded assignment)

Apply by: 4:00 p.m., Monday, June 7, 2010

About the position:
The currently advertised part-time categorically-funded assignment will perform duties for Career Education and Economic Development (CEED) at the Aptos college campus. An Accounting Specialist position eligibility pool may be established in order to fill other part-time or substitute assignments.

Examples of Duties:
Under general supervision of the Dean of Career Education and Economic Development or designee:

• Verifies and enters details of transactions in account and cash journals
• Summarizes individual ledgers and transfers data to the general ledger
• Balances accounts, compiles information and prepares financial and accounting reports
• Reviews and reconciles varied reports, journals, budget, payroll or related financial data
• Audits and verifies various information, including source data and other reports
• Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports
• Interacts with vendors, customers and College staff to gather information, reconcile discrepancies and resolve problems
• Provides information to the public or to College staff that requires the use of judgment and the interpretation of policies, rules or procedures
• Performs a variety of general office support work such as organizing and maintaining various files, typing correspondence, reports, forms and specialized documents, and proofreading and checking materials for accuracy, completeness and compliance with procedures and regulations
• Enters and retrieves data from an on-line or personal computer system and uses such technology to produce reports
• Performs related duties as required or assigned

Minimum Qualifications:
Equivalent to graduation from high school and three years of accounting or financial support experience which has involved the preparation and maintenance of accounting or financial records. Please Note: College-level course work in accounting or bookkeeping may be substituted for the experience on a year-for-year basis to a maximum of two years.

Knowledge of:
• Principles and practices of financial recordkeeping and bookkeeping
• Basic governmental accounting principles
• Methods and practices of cash control and management
• Basic auditing concepts and terminology
• Office practices and procedures, including filing and the operation of standard office equipment
• Basic business data processing principles applicable to bookkeeping practices
• Business mathematics, including percentages and decimals
• Basic supervisory principles and practices

Skill in:
• Analyzing and resolving varied accounting support and bookkeeping problems
• Preparing, maintaining and reconciling financial, accounting, statistical, and numerical records using spreadsheet and database software
• Planning, assigning and reviewing the work of staff
• Instructing staff in work procedures
• Organizing, prioritizing and coordinating work activities
• Using initiative and sound judgment within established procedural guidelines
• Maintaining, verifying and reconciling accounting records and reports
• Entering and retrieving data using a personal or on-line computer
Establishing and maintaining effective working relationships with those contacted in the course of work
Salary: *$1,414 to $1,558 per month to start, plus fringe benefits; seven step schedule to $1,894 per month plus employer-paid retirement contribution (PERS). Half-time (50%) categorically-funded assignment, 12 months per year. Monday through Friday, hours to be arranged. Position scheduled to begin as soon as possible, pending continued categorical funding and Governing Board ratification.

*Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, up to step three, in acknowledgement of an individual’s previous job-related experience or factors as may be determined upon submission of appropriate written documentation.

Currently Cabrillo College provides a benefit stipend up to $7,832 per year for employee only and up to $14,999 per year for employee plus one dependent, and $20,686 per year for employee plus two dependents for medical, dental, life insurance and long-term disability insurance. Please note: employees who work partial contracts will receive a pro rata stipend based on percentage of assignment.

Each employee hired into a classified position shall contribute to membership dues or service fee or charitable contribution at the current rate of gross salary per month.

How to Apply:
Application forms may be obtained via the Human Resources web site: http://www.cabrillo.edu/services/hr/apps/index.html OR at the office location noted below.

Cabrillo College, Human Resources Department  
6500 Soquel Drive, Aptos, CA 95003  
Phone: (831) 479-6217  
or FAX to: (831) 477-3545

**EACH APPLICANT MUST SUBMIT:
  a)  Completed and signed Cabrillo College application
  b)  Resume – job related
  c)  One to three recent letters of recommendation which address the candidate’s ability to perform the duties of this position
  d)  Criminal History Inquiry Supplemental to Application

APPLICANTS ARE ENCOURAGED TO SUBMIT:
  •  Documentation such as college transcripts in response to this position’s desirable qualifications of college level coursework in accounting or bookkeeping.

** If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

Selection Procedure:
Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted. Performance exam(s) may be administered.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide a current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

Application Deadline: All application materials MUST be received in the Human Resources Department by: 4:00 p.m., Monday, June 7, 2010. (Postmarks or e-mail transmittals are not accepted.)

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.