Employment Opportunity

Accounting Assistant I

CL06-01 (Part-time, 70% assignment)

Apply by: Friday, February 24, 2006 at 4:00 p.m.

About the Department

Accounting services are provided at the Cabrillo College Aptos campus. The currently advertised part-time assignment will perform accounting, business or financial office support work. In addition, an Accounting Assistant position eligibility pool may be established in order to fill other full, part-time or substitute assignments as needs arise.

Examples of Duties

Under the direction of the Director of Business Services or designee:

• Reviews invoices and related documentation
• Contacts vendors to resolve invoice or other billing problems
• Staffs the College bank for student and staff use
• Prepares receipts for student accounts
• Extends figures and verifies authorizations
• Prepares accounts payable for payment
• Reviews and reconciles varied reports, computer output and related data
• Maintains varied subsidiary ledgers, auditing and reconciling reports and information and posting data as required
• Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports
• Makes arithmetic, financial or statistical calculations
• Provides factual information to the public, students and staff
• Uses a personal or on-line computer system to enter data and generate reports
• Prepares, distributes and records checks and warrants
• Reconciles cash drawers from various College locations
• May perform a variety of office support work such as organizing and maintaining various files, typing or word processing, correspondence, reports, forms, and specialized documents, and proofreading and checking materials for accuracy, completeness and compliance with College policies and regulations
• Operates standard office equipment
• Organizes work and follows up to ensure completion of assigned work
• May provide work procedure instruction to others or direct the work of others on a project or relief basis
• Performs related duties as required or assigned
Qualifications

Equivalent to graduation from high school and one year of office support experience which involved preparing and maintaining financial, accounting or numerical records.

Knowledge of:

- Basic financial recordkeeping, bookkeeping and basic governmental accounting principles and practices
- Basic auditing principles and practices
- Basic methods and practices of cash control and management
- Basic business data processing principles and the use of word processing and spreadsheet programs
- Office practices and procedures, including filing and the operation of standard office and word processing equipment
- Business mathematics, including percentages and decimals
- Correct business English usage and the standard format for typed materials

Skill in:

- Preparing, maintaining and reconciling various financial, accounting, statistical, auditing and numerical records
- Accurately handling, balancing and accounting for large sums of cash
- Reading, interpreting and applying rules, policies and procedures
- Organizing, researching and maintaining office files
- Making mathematic calculations with speed and accuracy
- Using sound judgment within established procedures
- Operating standard office equipment, including a personal computer
- Establishing and maintaining effective working relationships with those contacted in the course of the work

Salary

*$1498.70 to $1,652.70 per month to start, plus fringe benefits, seven-step schedule to $2,010.40 per month plus employer-paid retirement contribution (PERS). Part-time, 70% assignment, 12 months per year; Monday through Friday, flexible hours to be determined. Position scheduled to begin as soon as possible, pending funding and Governing Board ratification. Salary and benefits are subject to proration based on beginning date of assignment.

*Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, in acknowledgement of an individual’s previous job-related experience, education and/or relevant other credentials or factors as may be determined.

Cabrillo College provides a benefit stipend up to $3,991.26 per year for employee only and up to $7,399.31 per year for employee plus one dependent, and $10,106.80 per year for employee plus two dependents for medical, dental, life insurance and long-term disability insurance. Note: employees who work partial contracts will receive a pro rata stipend based on the percentage of assignment.
The Service Employees International Union Local 415 is the exclusive bargaining representative for Cabrillo College classified employees. Each employee hired into a classified position shall contribute to the administration of this contract by membership dues or service fee or charitable contribution at a rate of 1.255% of gross salary per month.

How to Apply  Application forms may be obtained through the Human Resources web site: [http://www.cabrillo.edu/services/hr/apps/index.html](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
Fax: (831) 477-3545

*Postmarks or E-mail transmittals are not accepted*

*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

*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 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., Friday, February 24, 2006. *(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.