Employment Opportunity
Division Accounting Specialist
CL06-25 (50% BELA & 50% Instruction)
Apply by: Wednesday, July 19, 2006 at 4:00 p.m.

About the Position
This full-time assignment will perform division accounting specialist duties for the Business, English & Language Arts division and the Vice President, Instruction. In addition, a Division Accounting Specialist 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 Dean, BELA and the Vice President of Instruction:
- Maintains and balances a subsidiary ledger; provides accounting, budgetary and financial records on income and expenses
- Prepares and provides cost analysis, reports, and projections for Weekly Student Contact Hours (WSCH) and Full-Time Equivalent Students (FTES)
- Processes temporary hourly and student employment paperwork; reviews timecards and faculty contracts for accuracy and ensures available funds
- Provides information to College staff and to the public that requires the use of judgment and the interpretation of policies, rules or procedures
- Receives, audits and compiles invoices, credit memos, purchasing documents and other financial documents; reviews for completeness, accuracy and proper authorization; reviews for extensions and other charges; totals, classifies and posts to appropriate accounts and files
- Maintains accounts receivable files and requests payment by preparing and distributing invoices; produces and distributes receipt; posts and deposits monies according to established policies and procedures
- Performs cash flow analysis, budget analysis and projection
- Prepares a variety of end-of-month, year-end and other periodic financial statements and reports; compiles and adjusts financial data as needed, recommends resolution of aged accounts
- Performs journal entries, posts to subsidiary ledger
- Provides information to the District Business Office as needed
- Performs a variety of general office support work such as organizing and maintaining various files, preparing correspondence, reports, forms and specialized documents, and proofreads and checks materials for accuracy, completeness and compliance with procedures and regulations
- Operates a variety of office equipment and enters and retrieves data accurately from an institutional database
- Creates and maintains a variety of databases, spreadsheets and documents for tracking of financial data
- Coordinates instructional equipment purchases; researches and compares vendor costs; recommends equipment
- Interacts with college personnel and vendors regarding financial activities; resolves discrepancies and clarifies issues
• Researches information, compiles data and prepares a wide variety of statistical and budget reports related to division activities
• May prepare student materials fee; collects, handles and balances student fees as necessary
• May oversee the work of student employees
• Performs related duties as required or assigned

Qualifications  Equivalent to graduation from high school and three years of increasingly responsible financial record keeping and accounting experience. College level coursework in business, accounting, bookkeeping or business.

Knowledge of:

• Accounting principles and practices including preparation of complex financial statements
• Applicable sections of California Education Code and other applicable laws and reporting requirements
• Standard office practices and procedures, including filing and the operation of office equipment including computers
• Financial and statistical record keeping techniques
• Principles of training and providing day-to-day work direction
• Correct English usage, grammar, spelling punctuation and vocabulary
• Interpersonal skills using tact, patience and courtesy
• Technical aspects of assigned division or function
• Effective oral and written skills

Skill in:

• Performing technical accounting duties and maintaining accounts, journals and ledgers
• Compiling and reconciling numerical and statistical data
• Coordinating multiple projects and meeting critical deadlines
• Reading, interpreting, applying, and explaining rules, regulations, policies and procedures
• Making mathematical and statistical calculations quickly and accurately
• Instructing others in work procedures
• Type with sufficient speed and accuracy, to enter data into a computer database
• Analyzing situations accurately and adopting an effective course of action
• Establishing and maintaining effective working relationships with those contacted in the course of work
• Accurately performing clerical duties such as typing and filing; maintaining records, preparing reports, creating and maintaining spreadsheets and databases
• Operating standard office equipment, including a computer terminal, calculator and typewriter
• Working effectively both independently and as a member of a work team
• Maintaining confidentiality of information
Desirable:

- Related experience in an educational setting

Other requirements:

- Must be willing to work evenings and weekends at various college sites

Salary

*$3016 to $3325 per month to start, plus fringe benefits; seven-step schedule to $4043 per month plus employer-paid retirement contribution (PERS); Full time assignment, 12 months per year; Monday through Friday, 8:00 a.m. to 5:00 p.m. Position scheduled to begin as soon as possible, pending funding and Governing board ratification.

*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 $5,894.40 per year for employee only and up to $11,168.28 per year for employee plus one dependent, and $15,360.72 per year for employee plus two dependents, for medical, dental, life insurance and long-term disability insurance.

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.

How to Apply

Application forms may be obtained through 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
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 letters of recommendation which address the candidate’s ability to perform the duties of this position
d) Verification of educational qualifications (Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant).
   - Transcripts from all colleges attended (copies are acceptable) OR official proof of request for transcripts to demonstrate the qualification re: college coursework listed in this announcement. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees, or other documents as may be required.
e) Criminal History Inquiry Supplemental to Application
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., Wednesday, July 19, 2006. (Postmarks or e-mail transmittals are not accepted.)

Cabrillo College seeks applications from all qualified individuals. It is the continuous goal of Cabrillo College to hire and retain faculty and staff that reflect a population rich in diversity and cultural heritage that will enhance the college district and its students.