Employment Opportunity

Fiscal Services Analyst

CL06-02

Apply by: Tuesday, February 21, 2006 at 4:00 p.m.

About the Position  
Currently fiscal services analyst services are provided at the Cabrillo College Aptos Campus. The currently advertised full time assignment will perform complex, technical, analytical and coordinative work in support of college financial, business and accounting functions. In addition a Fiscal Services Analyst 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 supervision of the Director of Business Services or designee:

• Provides information to the public or to College staff that requires the use of judgment and the interpretation of policies, rules or procedures
• Prepares journal entries and posts to the general ledger
• Coordinates accounting support activities to ensure that collection, expenditure, journal entries, transfers and adjustments are properly recorded
• Identifies and reconciles problems, makes correcting entries and suggests procedural changes to maintain accounting controls
• Coordinates accounting activities with those of divisions and other agencies
• Reviews and reconciles varied reports, journals, budget, payroll or related fiscal or statistical data
• Assists in the preparation of the annual budget and performs the annual closing of the books
• Audits, verifies and reconciles various information, including source data as well as manual and computer-produced reports
• Maintains varied subsidiary ledgers, auditing and reconciling reports and information and posts data as required
• Confers with information systems staff regarding computer applications related to assigned duties
• Develops report formats and applications for specific computer applications
• Researches and assembles information from a variety of sources for the completion of forms or the preparation of claims and reports and prepares complex fiscal and statistical reports
• Performs special projects as assigned
• Enters and retrieves data from an on-line or personal computer system and uses such technology to produce reports
• Operates standard office equipment
• May provide work procedure instruction to others or direct the work of others on a project or day-to-day relief basis
• Performs related duties as required/assigned
Qualifications

Equivalent to completion of two years of college with major coursework in accounting, or a closely related field and two years of accounting support experience which has involved the preparation and maintenance of accounting or financial records.

Please Note: Additional experience as outlined above may be substituted for education on a year for year basis.

Knowledge:

- Principles and practices of financial record keeping and bookkeeping
- Basic governmental accounting principles and practices, including basic concepts of fund accounting
- Basic auditing concepts and terminology
- Procedures and techniques of preparing and reconciling journals and ledgers
- Office practices and procedures, including filing and the operation of standard office equipment
- Basic business data processing principles as applied to financial record keeping
- Business mathematics, including percentages and decimals

Skill in:

- Applying complex policies and procedures to bookkeeping and financial record keeping activities
- Compiling and reconciling numerical and statistical data
- Using initiative and sound judgment within established procedural guidelines
- Prioritizing work, coordinating several activities, and following up as required
- Processing and analyzing various accounting and financial data efficiently and effectively
- Establishing and maintaining appropriate control records and files
- Maintaining, interpreting, 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 the work

Desirable:

- Experience in the public sector or in an educational setting
- Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, business or public administration, or a closely related field

Salary

*$3167 to $3492 per month to start, plus fringe benefits; seven-step schedule to $4245 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. 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 $5,701.80 per year for employee only and up to $10,570.44 per year for employee plus one dependent, and $14,438.28 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
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) 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 requested
c) 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. An eligibility pool may be established.

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., Tuesday, February 21, 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.