

Accounting Assistant (Substitute)  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=140569>

Downloaded On: Aug. 14, 2020 9:34am

Posted Mar. 23, 2020, set to expire Aug. 17, 2020

<b>Job Title</b>	Accounting Assistant (Substitute)
<b>Department</b>	Fiscal Services (Dist) (Dist-013-064)
<b>Institution</b>	South Orange County Community College District South Orange County, California
<b>Date Posted</b>	Mar. 23, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Fiscal Services
<b>Apply Online Here</b>	<a href="http://jobs.socccd.edu/postings/10663">http://jobs.socccd.edu/postings/10663</a>

**Apply By Email**

**Job Description**

The assignment may be at Irvine Valley College or Saddleback College.

The District's goal as an academic community is to sustain a working environment that is welcoming to all, fosters and celebrates diversity, and promotes and rewards excellence. An exemplary academic community promotes an inclusive environment that best prepares our faculty, staff and students to live, work, and contribute to a global society.

This position is a short-term, hourly, non-bargaining unit position, not to exceed 160 days per Fiscal Year. You will be contacted should the hiring department/division be interested in scheduling an interview with you to discuss your qualifications and skills. Please do not call the Human Resources Office regarding the status of your application. The most current status of all applications will be available for you to view on our website. This position is open until filled or withdrawn.

Under direction from higher level supervisory or management staff, performs a variety of clerical



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accounting duties within an assigned accounting area; performs a variety of general clerical activities; and responds to requests and inquiries from students and staff.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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