

Fiscal Technician II (One or more vacancies)
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=143927>

Downloaded On: Sep. 24, 2020 1:50pm

Posted Jul. 7, 2020, set to expire Nov. 3, 2020

Job Title	Fiscal Technician II (One or more vacancies)
Department	
Institution	Mt. San Antonio College Walnut, California
Date Posted	Jul. 7, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Part-Time/Temporary Staff
Academic Field(s)	Fiscal Services
Apply Online Here	https://apptrkr.com/1947118

Apply By Email

Job Description

Fiscal Technician II (One or more vacancies)

Position Number: 2013141070

Department: Fiscal Services

Job Category: Classified Unit A

Time (Percent Time): 100%

Term (months/year): 12 months/year

Current Work Schedule (days, hours): Monday - Friday: 7:30 a.m. - 4:30 p.m.

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Salary Range: A-88

Salary: Steps 1 - 6: \$4,729- \$6,036 per month

Shift Differential: Shift differential eligibility based on the current collective bargaining agreement

Open Date: 02/10/2020

Initial Screening Date: 08/03/2020

Open Until Filled: Yes

Application Procedure:

Complete applications submitted by the initial screening deadline of Monday, August 3, 2020 will be guaranteed consideration. Complete application packets submitted after the initial screening deadline will continue to be accepted until the position is filled.

Applicants must submit all of the following materials online unless otherwise noted at [\[url=http://hrjobs.mtsac.edu\]](http://hrjobs.mtsac.edu)Mt.SAC Employment Website to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed resume that summarizes educational preparation and professional experience for the position.
4. If applicable, College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.

Health & Welfare:

The College contributes an annual premium up to the family coverage amount for Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans. Lifetime retirement benefits provided for eligible retirees.

The District participates in the Public Employees Retirement System (PERS), State Teachers

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Retirement System (STRS) retirement programs, and National Benefit Services.

*Note Salary and Health & Welfare Benefits are subject to change

Basic Function/Overview:

DEFINITION

Under general supervision, performs a variety of routine to complex technical and administrative support duties in the preparation, maintenance, and processing of accounts payable, accounts receivable, payroll, financial expenditures, reimbursements, student accounts, and student aid; posts, balances, adjusts, and maintains accounting and financial records.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises no supervision of staff. May provide training to assigned staff or other administrative support staff.

CLASS CHARACTERISTICS

This is the full journey-level class in the Fiscal Technician series that performs the full range of routine to complex administrative support and technical duties in the College's Fiscal Services Department and various other departments. Incumbents at this level are capable of performing varied technical and account support activities, including providing assistance to the students and staff regarding the payment of fees and fines, student loans, financial aid, payroll, vendor payments, and other accounting support activities. Incumbents of the Fiscal Technician II receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Fiscal Specialist in that the latter performs technical work with higher level of complexity and difficulty in assigned accounting/finance areas.

Essential Duties/Major Responsibilities:

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Performs a variety of routine to complex technical accounting support duties, including posting, balancing, adjusting, maintaining, and reconciling accounts and financial records according to established policies and procedures.
2. Reviews, verifies, processes, posts, reports, and records a variety of financial transactions and

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- documents, including invoices, requisitions, purchase orders, warrants, expense reports, reimbursements, travel reimbursements, vouchers, and related paperwork; ensures accuracy and timely processing of payments, checks, data, forms, and reports; tracks payments via worksheets.
3. Prepares and audits payment packages; reviews a variety of expenditures; matches purchase orders, invoices, and receiving reports; verifies prices and mathematical accuracy of payments, applicable taxes, and account codes; ensures fund availability; reviews contracts and agreements; verifies management approvals, Board authorization, and liability insurance coverage.
 4. Assists in the preparation of the program, department, division, and/or campus-wide budget; prepares budget transfers and journal entries requests; assists with budgets projections and responds to related inquiries; communicates with departments regarding budget transfers and balances.
 5. Monitors standing purchase orders; verifies invoice pricing and use of correct sales tax rates on invoices; reviews outstanding purchase orders at fiscal year-end to ensure accurate expenditure accruals and account balances; prepares open encumbrance report.
 6. Records, assembles, tabulates, and reconciles financial and statistical data; reconciles and balances accounts; and researches and resolves discrepancies.
 7. Maintains a wide variety of complex accounting and financial records, ledgers, statements, and reports; analyzes documents for payment; analyzes accounts.
 8. Generates and assists in the preparation of monthly, quarterly, and year-end financial, summary and technical reports and closing functions.
 9. Processes information and develops reports using standard word processing and spreadsheet software, as well as, accounting, financial, and other related electronic information systems.
 10. Assists with implementation and testing of automated enterprise application systems or emerging technologies related to assignment.
 11. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.
 12. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
 13. Performs other related or lower classification duties as assigned.

Other Duties:

Performs other related duties as assigned.

Knowledge Of:

Knowledge of:

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1. Terminology and practices of financial and account document processing and record keeping and general accounting practices and procedures.
2. Applicable Federal, State, and local laws, regulatory codes, ordinances, as well as College policies, procedures, and objectives relevant to assigned area of responsibility.
3. Principles and practices of data collection and report preparation.
4. Business arithmetic, statistical and basic financial techniques.
5. Financial and statistical record keeping principles and procedures.
6. Modern office practices, methods, and computer equipment and computer applications, including word processing, database, and spreadsheet software.
7. English usage, spelling, vocabulary, grammar, and punctuation.
8. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills and Abilities:

Skills and Abilities to:

1. Perform detailed and complex account and financial office support work accurately and in a timely manner.
2. Train and provide work direction and guidance to others as needed.
3. Respond to and effectively prioritize multiple phone calls and other requests for service.
4. Interpret, apply, and explain applicable policies and procedures.
5. Compose correspondence and reports independently or from brief instructions.
6. Make accurate arithmetic, financial, and statistical computations.
7. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
8. Establish and maintain a variety of filing, record keeping, and tracking systems.
9. Understand and follow oral and written instructions.
10. Organize own work, set priorities, and meet critical time deadlines.
11. Operate modern office equipment including computer equipment and specialized software applications programs, 10-key calculator by touch, copier/scanner, printer, fax machine, currency and coin counters, cash register, and bankcard systems.
12. Use English effectively to communicate in person, over the telephone, and in writing.
13. Understand scope of authority in making independent decisions.
14. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
15. Establish, maintain, and foster positive and effective working relationships with those contacted in

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the course of work.

Minimum Qualifications/Education & Experience:

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level accounting or related courses at a regionally accredited college and four (4) full time equivalent years of administrative, accounting, or payroll support experience, preferably within a higher education setting.

OR

Equivalent to an Associates degree from a regionally accredited college in accounting, finance, or a related field, and two (2) full time equivalent years of administrative, accounting, or payroll support experience, preferably within a higher education setting.

Equivalencies:

Preferred Qualifications:

License(s) & Other Requirements:

Examination Requirements:

Working Environment:

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbent must possess the ability to lift,

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carry, push, and pull materials and objects up to 20 pounds.

Hazards:

Conditions of Employment:

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here:

[url=http://www.mtsac.edu/safety/pdf/ASR_2017.pdf]Mt. SAC Annual Security Report 2017

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Typing Certificate Requirements:

Special Notes:

Please note: A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through the Office of Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [url=employment@mtsac.edu]employment@mtsac.edu.

DO NOT include photographs or any demographic information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

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TRAVEL POLICY: Costs associated with travel in excess of 150 miles one way from residence for the purpose of an interview will be reimbursed up to \$500 maximum. Relocation costs will be borne by the successful candidate. Travel reimbursement claims (original receipts) must be submitted no later than 30 days following the interview date.

Foreign Transcripts:

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

Inquiries/Contact:

Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [\[url=employment@mtsac.edu\]employment@mtsac.edu](mailto:employment@mtsac.edu).

Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at [\[url=http://hrjobs.mtsac.edu\]](http://hrjobs.mtsac.edu)Mt. SAC Employment Website to complete and submit your application for this position.

Letters of Recommendation

Confidential letters of recommendation are not accepted for this position. All letters of recommendation



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must be uploaded to the application.

EEO Policy:

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

Cancel RTF Policy:

WE RESERVE THE RIGHT TO RE-OPEN, RE-ADVERTISE, DELAY OR CANCEL FILLING THIS POSITION.

THIS RECRUITMENT MAY BE USED TO FILL FUTURE VACANCIES.

To apply, visit [url=<https://apptrkr.com/1947118>]<https://hrjobs.mtsac.edu/postings/7744>

Contact Information

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

Contact

N/A

Mt. San Antonio College

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