

Accounting Assistant (Substitute)  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=147250>

Downloaded On: Feb. 27, 2021 10:51am

Posted Oct. 6, 2020, expired Feb. 5, 2021

<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>	Oct. 6, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff Part-Time/Temporary Staff
<b>Academic Field(s)</b>	Fiscal Services
<b>Apply Online Here</b>	<a href="http://jobs.socccd.edu/postings/11000">http://jobs.socccd.edu/postings/11000</a>

**Apply By Email**

**Job Description**

Summary 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 This position is open until filled or withdrawn.

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Under direction from higher level supervisory or management staff, performs a variety of clerical accounting duties within an assigned accounting area; performs a variety of general clerical activities; and responds to requests and inquiries from students and staff.

### Distinguishing Characteristics:

This is an entry-level clerical accounting class. Employees within this class are distinguished from the Accounting Specialist by the performance of routine clerical accounting duties.

### Representative Duties:

The duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Please see Job Duties for details.

### Knowledge of:

Basic principles of clerical accounting.

Basic principles and practices of financial record keeping.

Methods and techniques of public relations and customer service.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles and procedures of record keeping and filing.

Mathematical principles.

English usage, spelling, grammar, and punctuation.

### Ability to:

Perform a variety of clerical accounting duties involving the collection of various fees for student accounts.

Learn, interpret and apply federal, state, district and local laws and regulations pertaining to clerical accounting work.

Maintain the security of confidential materials and student accounts receivable records.

Ensure accuracy and make adjustments, corrections and reconciliations to accounts as needed.

Respond to requests and inquiries from students regarding various charges and fees.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### Education and Experience Guidelines:

Any combination of education and experience that would likely provide the required knowledge and

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abilities is qualifying.

**Education/Training:**

Equivalent to the completion of the twelfth grade. Some additional course work in bookkeeping, accounting or a related field is desirable.

**Experience:**

Two years of responsible clerical accounting experience.

**License or Certificate:**

**Conditions of Employment:**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Work Environment:**

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with students, academic and classified staff and others. At least minimal environmental controls are in place to assure health and comfort.

**Physical Demands:**

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

**Contact Information**

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

**Contact**



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