

Accounting Assistant (Substitute)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=151826>

Downloaded On: Apr. 23, 2021 12:17am

Posted Dec. 21, 2020, set to expire Apr. 24, 2021

Job Title	Accounting Assistant (Substitute)
Department	Fiscal Services (Dist) (Dist-013-064)
Institution	South Orange County Community College District South Orange County, California
Date Posted	Dec. 21, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Apply Online Here	https://jobs.socccd.edu/postings/11000

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 This position is open until filled or withdrawn.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 accounting duties within an assigned accounting area; performs a variety of general clerical activities; and responds to requests and inquiries from students and staff.



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Contact Information

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

Contact

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