

Accounting Specialist
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=205276>

Downloaded On: Sep. 30, 2023 3:26pm

Posted Feb. 8, 2023, set to expire Jan. 29, 2024

Job Title	Accounting Specialist
Department	
Institution	South Orange County Community College District South Orange County Community College District, California
Date Posted	Feb. 8, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Fiscal Services
Job Website	https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/Accounting-Specialist_REQ10802
Apply By Email	
Job Description	

Title:

Accounting Specialist

Job Category:

CSEA

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Job Opening Date:

February 08, 2023

Job Closing Date:

Location:

Saddleback College

Work Location:

Mission Viejo, CA

Pay Grade, for more information click on this link:

<https://www.socccd.edu/departments/human-resources/contracts-and-salary-schedules>

Pay Rate Type:

Monthly

Work Days:

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Monday - Friday

Work Hours:

8:00 AM - 5:00 PM

Hours Per Week:

40

Percentage of Employment:

100%

Months of Employment:

12

Salary:

C.S.E.A. Classified Bargaining Unit Salary Schedule, Range 127 Starting Salary at \$5,391 per month.

Required Documents:

Required- Resume and Cover Letter. Optional- Letter/s of Recommendation.

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Job Description:

Initial Screening Date: March 8, 2023

Voluntary remote work MAY be available (up to 40%) after successful completion of the incumbent's probationary period (12 months).

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction from higher level supervisory or management staff, performs complex technical accounting tasks within an assigned accounting area; establishes, monitors and maintains accurate and current records and reports on assigned activities; ensures compliance with various federal, state and district practices, policies, procedures and regulations; and coordinates and communicates various accounting activities with other district department personnel, private agencies, vendors and students.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Accounting Specialist series. Employees within this class are distinguished from the Senior Accounting Specialist in that the latter performs the most complex clerical accounting functions at the paraprofessional level requiring principles of accounting and bookkeeping as well as significant directly related and progressive experience. Employees at the Accounting Specialist level are fully aware of the operating procedures and policies of the work unit.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed

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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.

Analyze and audit complex financial data, documents, and reports to assure accuracy, completeness and compliance with applicable governmental and district regulations.

Interpret policies and procedures; provide recommendations and technical guidance to administrators, deans, staff and students regarding financial and accounting policies; make decisions and recommend new procedures to immediate supervisor regarding financial reporting documents.

Respond to requests for information from district/college operating units, governmental agencies, and the public regarding financial and accounting policies; investigate complaints and recommend corrective action for resolution.

Perform on-line computer terminal transactions to input, update and maintain financial records, reports and files; research, calculate and process accounting related documents.

Maintain student accounts receivable records; make adjustments, corrections and reconciliations; collect and post student fees including payments for returned checks and fines.

Coordinate accounting activities with management, Information Resources and the Orange County Department of Education in the development, implementation and maintenance of accounting computer systems.

Compile, maintain and reconcile information required in processing "1099" tax forms; interpret information to assure compliance with federal, state and local policies, laws and regulations.

Collect, count, and reconcile monies; prepare bank deposits; maintain records of cash transactions and receipts; reconcile receipts and disbursements with appropriate accounting records.

Review, reconcile, prepare and maintain a variety of financial records, ledgers and reports; make adjustments as necessary; audit accounts as necessary to ensure proper internal controls; assist auditors in the preparation of annual audit reports ensuring compliance with various state and District policies, rules and regulations.

Audit and process applications for payment from vendors, contractors, architects, engineers, students and instructors; ensure that disbursements are in accordance with district and governmental

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accounting practices and procedures; process and prepare warrants; maintain records of payments and receipts.

Perform clerical duties, such as typing and filing as required; operate a variety calculators, copier, check-signing machine and computer equipment.

Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and practices of general accounting and auditing. Methods and techniques of financial recordkeeping and reporting. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases. Mathematical principles. English usage, spelling, grammar, and punctuation. Pertinent federal, state, and local rules, regulations, policies, procedures, and practices.

Ability to:

Perform technical accounting tasks requiring independent judgment and initiative. Audit, review, analyze and reconcile assigned accounts, ledgers and reports. Assure compliance with applicable rules, regulations, policies and procedures. Analyze, determine and recommend an effective and efficient course of action to address a given situation. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications. Understand and follow oral and written communications. 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. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in accounting, finance, business administration or a related field.

Experience:

Three years of responsible clerical accounting experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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.

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: 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.

SPECIAL COVID-19 NOTICE:

Interviews may be held in-person (following all necessary precautions) or in a virtual format.



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Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during remote work. Thank you for your continued interest in working at the SOCCCD.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves. Beginning January 8, 2022, all employees and volunteers must be fully vaccinated (as defined by the Centers for Disease Control) against COVID-19 unless approved as exempt due to a verified disability/medical condition or sincerely held religious belief (as defined in federal or state laws and regulations). More information can be found on our District website by visiting <https://www.socccd.edu/communications/covid-19-information>.

NOTICE TO ALL CANDIDATES FOR EMPLOYMENT:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. SOCCCD will not sponsor any visa applications.

PLEASE NOTE:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with this District will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the District to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

DISABILITY ACCOMODATIONS:



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If you require special accommodations in the application and/or selection process, please notify District Human Resources at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to hrintfodesk@socccd.edu.

ATTENDANCE REQUIREMENT:

Report to work on a regular and consistent basis, as scheduled, to assigned job.

CAMPUS CRIME AND SAFETY AWARENESS:

Information regarding campus crime and safety awareness can be found at www.saddleback.edu or www.ivc.edu. Paper copies are available in the District Human Resources office upon request.

DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY (EEO):

The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.

Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.



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SOC CCD IS AN EQUAL OPPORTUNITY EMPLOYER

Important: You must make sure that you have completed your **application** for a **posting** by **11:59 p.m.**, Pacific Time, on the posting's Job Close Date, along with any **required documents**, in order to be considered for the position.

Applicants must complete all fields/sections on the application. Do not type "See Resume" or leave any fields blank. Applicants must enter their work experience, education, etc. on the District application. Applications reflecting "See Resume" will be considered incomplete and will not be considered for recruitment.

Contact Information

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

Contact