

Fiscal Specialist
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=237328>

Downloaded On: Jun. 21, 2024 8:08am

Posted Jun. 11, 2024, set to expire Jul. 1, 2024

Job Title	Fiscal Specialist
Department	
Institution	Mt. San Antonio College Walnut, California
Date Posted	Jun. 11, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Fiscal Services
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Job Description	

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Fiscal Specialist

Position Number: CM-154-2024

Department: Fiscal Services

Job Category:

Time (Percent Time):

Term (months/year):

Current Work Schedule (days, hours): Monday-Friday 7:30AM-4:30PM

Salary Range: A-95

Salary: A-95Steps 1 - 6: \$6,103 - \$7,789 monthly

Shift Differential:

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Shift differential eligibility based on the current collective bargaining agreement.

Open Date: 06/07/2024

Initial Screening Date: 07/08/2024

Open Until Filled: Yes

Application Procedure:

First Review of Applications: Complete application packets will be accepted until the position is filled; however, **applications submitted by 11:59 p.m. (PT) on the above listed Initial Screening Date are assured consideration.**

Applicants must submit all of the following materials online, unless otherwise noted, at 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, all candidates, including current or former employees of the college, are required to show evidence of the awarded/conferred degree from the issuing college/university, and this evidence must be submitted with the online application to demonstrate that the required educational qualifications are met. Unofficial transcripts or a copy of the diploma are acceptable at the time of application. Official transcripts will be requested if an offer of employment is made.
5. Optional - Three letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation). Confidential letters of recommendation are not allowed for this position.

Health & Welfare:

- Mt. San Antonio College offers a competitive and excellent benefits package providing medical, dental, and vision benefits to **eligible employees** and their dependents. Lifetime supplemental medical benefits are also available for eligible retirees.
- The College contributes an annual premium up to the family coverage amount equivalent to Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance

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plans for eligible employees.

The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and National Benefit Services.

*Note: The District does not cover Medicare expenses. Please visit the [Mt. San Antonio College Benefits Website](#) for further information. Salary and Health & Welfare Benefits are subject to change based on the Collective Bargaining Agreement.

Basic Function/Overview:

DEFINITION: Under general supervision, performs a variety of difficult and complex technical accounting duties in the preparation, maintenance, and processing of accounting, budgeting, payroll, and related financial transactions; maintains and audits College financial accounts and records and assists in the preparation of financial reports, summaries, and analyses; provides responsible technical accounting support to professional staff in the Fiscal Services Department.

SUPERVISION RECEIVED & EXERCISED: Receives general supervision from assigned supervisory, managerial, or administrative personnel. Exercises no supervision of staff. Provides functional and technical direction and training to staff on an as-needed basis.

CLASS CHARACTERISTICS: This is an advanced accounting/fiscal classification. Incumbents are cross-trained to perform the full range of technical work in all of the following areas: accounts payable, accounts receivable, general accounting, budgeting, financial aid, fixed assets, payroll, and related areas, in addition to performing a variety of record-keeping, reconciliation, and accounting support activities. Incumbents perform the most difficult and complex types of duties assigned to the class series, exercising a high level of independent judgment and initiative. Incumbents are required to be fully trained in all procedures related to the assigned functional area. This class is distinguished from the Fiscal Services Technician class series by the level of responsibility assumed and the complexity and difficulty of the work assigned requiring greater skills level and additional experience.

Essential Duties/Major Responsibilities:

1. Prepares, maintains, verifies, and reconciles a variety of difficult and complex accounting and financial transactions and reports; audits financial records for accuracy; posts and reconciles journals; prepares journal entries for budget and actual, including revenues, expenditures, assets, liabilities, and fund balance accounts.
2. Processes information and develops reports using standard word processing and spreadsheet software, as well as, accounting, financial, and other related electronic information systems.
3. Assists with implementation, testing, and training of the enterprise application system or

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emerging technologies related to financial transactions of the College.4. Counts, verifies, and reconciles cash, currency, coins, payments, and related receipts; prepares and verifies bank deposits for cash receipts; opens and closes departmental vault and safes.5. Processes daily cash receipts for checks received and researches all sources of revenue.6. Generates correspondence and responds to a variety of customer, vendor, and staff questions and complaints in person and over the telephone; researches and resolves problems; makes appropriate adjustments to accounting data and documentation.7. Follows internal control procedures for assigned function; reviews, recommends, and implements approved internal controls, office procedures, and related systems.8. Generates and assists in the preparation of monthly, quarterly, and year-end financial summary and technical reports, including the Annual Financial and Budget Report; posts accounts receivable and accounts payable accruals, journal entry adjustments, indirect costs, and deferred revenues entries at fiscal year-end; develops year-end budget carry-overs.9. Assists departmental budget officers in problem solving, research, and reconciling actual expenditures with budgeted amounts; provides technical assistance to outside departments regarding budget activities; prepares expenditure and progress reports.10. Participates in physical inventory; prepares journal entry adjustments; records cost of sales journals.11. Assists in the preparation and monitoring of program, division, department, and/or campus-wide budgets; determines fund availability; requests, processes, and records budget transfers and budget revisions; prepares accounting and budget reports, including Board of Trustees agenda reports and resolutions; projects revenues and expenditures; reviews requisitions and expenditures for proper coding with respect to the budget.12. Assists with development, compilation, update, balancing, and coordination of the Status Quo, Tentative and Adopted Budgets; prepares, assembles, and distributes budget reports to budget managers and/or management.13. Assists program managers in interpreting grants and contract rules; interfaces with granting agencies at federal, state, and local levels to resolve questions; reviews new grant budgets and works closely with program managers in setting up budgets within contract and regulations; monitors grant expenditures and budgets; follows policies and procedures for programs and County grants; audits time reporting. 14. Prepares tax documents and reports as established by federal, state, and local regulations.15. Processes vendor payments, warrants, and checks; maintains warrant registers; processes warrants for student refunds, Financial Aid, and Payroll; prepares cash position and ensures cash availability to cover payments; prepares transfer of funds and notifies respective agency; prepares cash forecast.16. Audits and reconciles accounts payable warrants; ensures legality and accuracy related to all warrants issued; maintains records of all transactions audited; audits and verifies authenticity of information, including source documents such as claims, vouchers, invoices, requisitions, purchase orders, and contracts, as well as, manual and computer-produced reports.17. Reconciles general ledger cash accounts, operating revenue accounts, bank accounts, credit card accounts, and related cash accounts; balances and reconciles funds; processes adjustments, returned checks, repayments, journal entries, and discrepancies accordingly.18. Assists in the preparation of personnel budgets; develops projections for

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salaries, and benefits; maintains position control; projects position expenditures and determines savings; reviews position requests, ensures available budget funds, and submits requests for approvals; creates and assigns position numbers for employees; transfers position budgets between various accounts.19. Reviews, examines, and processes requisitions; researches vendors and obtains price quotes.20. Processes travel and mileage reimbursement requests; verifies calculations, account numbers, and required documentation; posts encumbrances and expenditures; may occasionally prepare claim statements, requisitions, and revolving cash purchase forms for reimbursement. 21. Posts payroll to the general ledger; prepares analysis on faculty reassigned time; processes payroll corrections; prepares stipend pay spreadsheets; calculates paid leave accruals such as vacation and load banking.22. Reconciles student accounts receivable; reviews, analyzes, and corrects variances between actual and electronic payments.23. Prints payroll and accounts payable checks and transmits student refunds for payment.24. Develops various accounting, financial, and budgetary reports as needed.25. Maintains enterprise application systems security access and electronic approval signatures for requisitions, purchase orders, journal vouchers, and budget transfers and revisions.26. Trains and provide work direction and guidance as required.27. Performs all technical and complex accounting and auditing duties in preparation, maintenance, and review of financial statements and budgets for financial aid programs in compliance with federal, state, and local regulations.28. Analyzes and reconciles Student Financial Aid disbursements and scholarship funds for all financial aid programs; monitors, communicates, and resolves discrepancies; returns funds to donors and transfers funds to other institutions based on student eligibility.29. Reconciles financial aid grants and prepares cash draw downs requests; schedules disbursements and notifies parties.30. Prepares checks and deposits to transfer funds to Cash in County Treasury to appropriate financial aid budgetary account.31. Reconciles Federal Work Study program among Payroll, Financial Aid, and general and operating ledger accounts.32. Performs a variety of customer service activities associated with financial aid programs; assists students at customer service window; researches student accounts, paperwork, checks, and related records; reconciles student accounts and prepares drawdown spreadsheets; assists students with utilization of debit cards for access to their funds.33. Monitors budget versus actual; ensures expenditures are within authorized budgetary allocation; resolves discrepancies if expenditures exceed allocation.34. Monitors, records, reconciles, and processes capitalized and non-capitalized fixed assets, equipment, construction in progress, new buildings/site improvements, and depreciation.35. Analyzes information provided within each fixed asset purchase order; compiles instructions on appropriate methods of setting up fixed assets within the automated fixed asset module.36. Monitors budget activities for capital projects; ensures expenditures and encumbrances are charged to proper accounts, within budget allocation, and in compliance with state and local regulations.37. Prepares claims for reimbursements for state and local capital projects.38. Reconciles fixed asset subsidiary ledger with general ledger; resolves discrepancies and posts journal entry adjustments.39. Prepares year-end fixed asset summary report by type to include beginning

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balances, additions, and deletions, adjustments, and ending balances.40. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.41. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.42. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures. 43. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.44. Prepares and delivers oral presentations related to assigned areas as required.45. Performs other related or lower classification duties as assigned.

Other Duties:

Knowledge Of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.2. Terminology and practices of financial and accounting document processing and record keeping.3. Business arithmetic and financial and statistical techniques.4. Financial and statistical record-keeping principles and procedures.5. Principles, practices, and procedures of auditing and accounting.6. Basic principles of public agency budget preparation, maintenance, and control.7. Methods and techniques of recording, receiving, and disbursing large amounts of cash.8. Modern office practices, methods, and computer equipment and computer applications related to work, including word processing, database, and spreadsheet software.9. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.10. Principles and practices of data collection, record-keeping, and report preparation.11. Basic maintenance and operation of computer and multi-media equipment related to the area of assignment.12. English usage, spelling, vocabulary, grammar, and punctuation.13. 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, various socio-economic and ethnic groups.

Skills and Abilities:

1. Advocate for and communicate the Colleges vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.4. Perform complex paraprofessional accounting and budgeting work accurately, in a timely manner, and under general supervision.5. Enter and retrieve data from a computer with

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sufficient speed and accuracy to perform assigned work.6. Respond to and effectively prioritize multiple phone calls and other requests for service.7. Interpret, apply, and explain policies and procedures.8. Compose correspondence and reports independently or from brief instructions.9. Receive, count, reconcile, and maintain records related to funds collected or disbursed.10. Perform responsible technical accounting or budget-related duties in an assigned functional area.11. Make accurate arithmetic, financial, and statistical computations and summaries, and generate related reports.12. Establish and maintain a variety of filing, record keeping, and tracking systems.13. Understand and follow oral and written instructions.14. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.15. Operate modern office equipment including computer equipment and specialized software applications programs, with heavy emphasis on use of spreadsheets.16. Use English effectively to communicate in person, over the telephone, and in writing.17. Understand scope of authority in making independent decisions.18. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.19. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications/Education & Experience:

1. Equivalent to an Associates degree from a regionally accredited college in accounting, finance, or a related field; and 2. Four (4) years of increasingly responsible experience in processing financial documents, maintaining financial, accounting, or statistical records. 3. A Bachelors degree from a regionally accredited college or university in one of the above-mentioned fields is desirable.

A Bachelors degree in Business Administration or directly related field (with a related emphasis) will qualify incumbents for an increased pay grade.

Equivalencies:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications is listed in the Minimum Qualifications section.

Preferred Qualifications:

License(s) & Other Requirements:

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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. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

Hazards:

Conditions of Employment:

The person holding this position is required to be present on Mt. San Antonio Colleges campus to perform all essential duties and responsibilities.

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: [Mt. SAC Annual Security Report](#)

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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:

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 Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: **(909) 274-4225**. E-mail: employment@mtsac.edu.

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

LONG DISTANCE TRAVEL FOR INTERVIEWS: Should you be invited to an interview, please contact our office to discuss an accommodation option if attending the interview would require you to travel in excess of 150 miles one way from your residence.

THE MT. SAN ANTONIO COLLEGE DISTRICT WILL NOT SPONSOR ANY VISA APPLICATIONS.

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 to the application and submitted by the filing deadline. Accredited evaluation agencies can be found on the [National Association of Credential Evaluation Services Website](#).

Inquiries/Contact:

Human Resources

1100 N. Grand Avenue, Walnut, CA 91789-1399

Phone: (909) 274-4225

E-mail: employment@mtsac.edu

Selection Procedure:

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A committee will evaluate applications, considering the 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 follow Board approval and live scan clearance receipt.

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 [Mt. SAC Employment Website](#) to complete and submit your application for this position.

EEO Policy:

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:

To apply, visit <https://hrjobs.mtsac.edu/postings/11535>



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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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