

FT Accounting Technician IV
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=239339>

Downloaded On: Jul. 16, 2024 1:01pm

Posted Jul. 11, 2024, set to expire Jul. 18, 2024

Job Title	FT Accounting Technician IV
Department	Cerritos College Foundation and Institutional Advancement
Institution	Cerritos College Norwalk, California
Date Posted	Jul. 11, 2024
Application Deadline	07/18/2024
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Finance/Investment Management
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Job Description	

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FT Accounting Technician IV

Salary: \$73,642.32 - \$88,569.12 Annually

Job Type: Full Time

Job Number: Foundation-Account Tech-IV

Closing: 7/18/2024 11:59 PM Pacific

Location: Norwalk, CA

Department: Foundation-Account Tech-IV

Division: Foundation

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Description

Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Closing Date

This position will close on July 18, 2024 at 11:59 PM (or when 150 applications are received, whichever occurs sooner).

College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the College's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at www.cerritos.edu.

Department Profile

The Cerritos College Foundation and Institutional Advancement raises funds in support of students and Cerritos College strategic initiatives. This is accomplished through relationship building with alumni, community leaders, campus community, businesses, and non-profit organizations. The Foundation administers scholarship programs and annually awards approximately \$200,000 to students. The Foundation is instrumental in supporting the Basic Needs Program which includes the Falcon's Nest and wardrobe, as well as academic and student facing services across campus.

Summary

Provides technical general ledger accounting services assuring accurate and timely budget and financial information that can be used for current and future financial and program decisions. Maintains complete financial records for student body, categorical, or other special funds. Performs reviews and reconciliations of a full range of general ledger accounts and prepares financial statements.

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Distinguishing Career Features

The Accounting Technician IV will demonstrate in-depth knowledge of generally accepted accounting practices and will have advanced competency in general ledger, cost analysis, fund accounting, and preparation of financial statements.

Job Duties

Essential Duties and Responsibilities

- Maintains charts of accounts and ledgers for student accounts, bonds, special funds, grants, categorical programs, and special projects.
- Posts current accounting transactions to general ledger such as cash, checks, accruals, and expenditures. Reconciles bank accounts to general ledger records.
- Reviews, verifies, and processes vendor invoices for payment. Examines agreements and contracts and documents payment requests against limits.
- Processes periodic interest transactions for income-earning accounts. Prepares reports such as those for sales and use tax.
- Reconciles cash accounts, fund balances, vendor, and specific balance sheet asset accounts. Reviews revenue and expense accounts. Reclassifies accounting transactions into proper account classifications.
- Analyzes, adjusts, and consolidates income, expense, and payroll accounts to support financial and mandated reports as well as transfers to vendors and external agencies.
- Reviews accounting transactions for compliance with applicable standards, rules and regulations, and approved budgets, analyzing resolving variances with appropriate sources.
- Provides technical expertise to staff and students for financial areas. Provides financial and budget analysis as needed. Performs special financial data gathering for items such as interest computations, indirect costs, and overhead allocations that would be applied to special funds.
- Interprets and administers the policies, rules, and regulations established by the Board of Trustees, including governmental accounting controls established by the department. Works with organizations and programs to complete financial transactions with established parameters.
- Works with technology professionals to update and modify certain aspects of the computer-aided accounting system such as, but not limited to accounting controls, database fields, and data entry screens.
- Assists auditors with the review of financial records and transactions.
- Prepares work-in-progress reports depicting monthly account activity, year-to-date balances and variances. Works with functional leaders to prepare narrative explanations of account activity. Prepares tax returns.

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- May provide leadership and technical assistance to other accounting and payroll staff on an as-needed basis to balance fluctuations in workflow.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other duties as assigned.

Minimum Qualifications

Education and Experience

The position requires an Associates Degree in accounting or finance or equivalent plus four years of relevant and progressively responsible experience in enterprise and governmental accounting, budgeting, or closely related field. Additional education may substitute for some experience.

Preferred Qualifications

Two years of non-profit accounting experience.

Supplemental Information

Knowledge and Skills

The position requires considerable knowledge of the principles and procedures of double-entry accounting and finance. Requires in-depth knowledge of generally accepted financial processes and regulations and controls applying to assigned financial operations. Requires a working knowledge of audit documentation requirements. Requires in-depth knowledge of automated accounting systems and relational databases used for storing and linking accounting data. Requires a basic knowledge of the practices and techniques in accumulating cost accounting information, including allocation of accounting data to determine standard costs or rates. Requires a working knowledge of the financial management, control, and reporting processes associated with restricted funds. Requires well-developed math skills to perform complex accounting and statistical computations. Requires sufficient language skills to prepare reports suitable for external publishing. Requires well-developed human relation skills to explain detailed information in small group settings and work with staff in advisory capacity.

Abilities

Requires the ability to apply accounting controls, rules, and procedures, and perform accounting tests. Requires the ability to research, compile, analyze, and interpret accounting data. Requires the ability to maintain accurate and retrievable files, records, audit trails and trace transactions to original entries. Requires the ability to perform accounting and general math computations quickly and accurately. Requires the ability to setup complete fund accounts and prepare financial statements. Requires the

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ability to organize and prioritize work to meet deadlines and timetables. Requires the ability to work cooperatively with individuals and work teams within and outside the department, including vendors. Requires the ability to access and use a computer, common office productivity software, and specialized accounting software to access databases.

Physical Abilities

Incumbent must be able to work in an office setting engaged in work of a primarily sedentary nature. Requires sufficient hand-eye-arm coordination to use a keyboard and 10-key, arm/hand movements to retrieve work materials from storage files, and operate a variety of general office equipment. Requires visual acuity to read computer screens, printed material, and detailed accounting information. Requires auditory ability to carry on conversations over the phone and in person.

Licenses and Certificates

May require a valid driver's license.

Working Conditions

Work is performed in an office environment with minimal exposure to health and safety considerations.

Salary/Fringe Benefits

Grade 38 on District Classified Salary Schedule (\$6,136.86 - \$7,380.76 /month)

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.) Participation in the Public Employee's Retirement System that is also integrated with Social Security

Selection Procedure

After the application closing date, a search committee will review and invite the most qualified applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at HR@Cerritos.edu as search committee members are unable to discuss specific recruitments.

Conditions of Employment

This is a full-time, 12-calendar month position.

Hours of employment are: Monday thru Friday 8:00 AM to 4:30 PM

Initial placement of employees on Classified Salary schedule is at Step 1. After six months of

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successful probationary employment, employee is placed at Step 2.
Employment is to be effective as soon as possible following completion of the selection process.

Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

Board Policy 2905 requires mandatory COVID-19 vaccinations as a condition of employment. The District requires all employees to submit proof of full vaccination against COVID-19, as defined by the CDC. Full policy details can be found on the website; Cerritos College - Chapter 2 - Board of Trustees. Employees may submit requests for medical or religious exemptions to the vaccine mandate for consideration. Details are available on the District's COVID-19 webpage.

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

Candidates must be able to provide proof of California residency prior to employment.

** Please note - the District does not provide for immigration sponsorships such as H1B Visas.

Application Procedures

Application materials must be submitted by the closing date. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is www.naces.org.

Required Documents

1. Cover Letter
2. Resume/Curriculum Vitae
3. Copy of Unofficial Transcripts (Must show all coursework completed and the conferral date of the

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degree)

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/4550089/ft-accounting-technician-iv>

The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .

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Contact Information

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

Contact

Staff
Cerritos College

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