

District Office Accounting Specialist
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=241833>

Downloaded On: Jul. 24, 2024 7:30am

Posted Jul. 23, 2024, set to expire Aug. 11, 2024

Job Title District Office Accounting Specialist
Department Fiscal Services
Institution San Diego Community College District
San Diego, California

Date Posted Jul. 23, 2024

Application Deadline 08/11/2024

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Fiscal Services

Apply Online Here <https://apptrkr.com/5449069>

Apply By Email

Job Description

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District Office Accounting Specialist

San Diego Community College District

Closing Date: 8/11/2024

Position Number: 00120133

Location: District

Position Type:

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Classified

The Position:

Posting Details (Default Section)

Closing Date: 08/11/2024

Open Until Filled: No

Classification Title: District Office Accounting Specialist

Working Title: District Office Accounting Specialist

Location: District

Pay Information

Range 27 (\$5,353.79- \$7,751.35) per month based on the 2024 Classified salary schedule. New employees will begin on Step C (\$5,353.79) and is non-negotiable. Promoted or transferred employees will be placed as specified in the CBA. This position is FLSA Non-exempt (may accrue overtime). Excellent Benefits are provided to all Contract employees with assignments greater than, or equal to, 50% (0.50 FTE) and all eligible dependents. A temporary probationary period will apply to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements/handbooks and more information about terms and conditions of employment to include salary and benefits.

Position Equivalent FTE: 1.0 FTE

No. Months: 12 months

Position Number: 00120133

FLSA Status: Non-Exempt (accrues overtime)

Position Type: Classified

Bargaining Unit: AFT - Classified Professionals

Range: 27

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Department: Fiscal Services

The Position

Applications are currently being accepted for District Office Accounting Specialist in Fiscal Services, located at District Office. Hours are Monday-Friday 8AM-5PM. Selected candidate must be willing to adjust work days/hours based on the department's needs.

Please note that an employee may be transferred to any site at the option of the Chancellor.

Classification Description: Click [here](#) for description.

If you would like to open the link in a different tab or window, right click and select the option.

Desired Qualifications

Training and Experience:

Any combination of training and experience equivalent to: a Bachelor's degree in Accounting or Finance and two years of advanced technical training in accounting or a related field AND four years progressively responsible professional level experience in finance or accounting.

Knowledge:

- California Community Colleges Budget and Accounting Manual, related Accounting Issues Statements, County Office interpretations and current practices, district policies and procedures, GAAP (Generally Accepted Accounting Principles), FASB (Financial Accounting Standards Board) and GASB (Governmental Accounting Standards Board), California Education Code sections, and Internal Revenue Regulations as they relate to specific area of responsibility.
- Computer operating systems and applications for government accounting.
- Computer applications, including word processing, spreadsheets, and databases.
- District Financial, Human Resources/Payroll, and Student Services computing systems and applications.
- District organization, operations, policies, and objectives.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Oral and written communication skills.
- Principles and methods of government and institutional fund accounting, including fiduciary relationships.

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- Record-keeping techniques.
- Technical aspects of field of specialty.

Skills and Abilities:

- Access and extract information from the district's computer information system for evaluation and analytical use.
- Analyze and determine instructional needs as they pertain to the district accounts.
- Analyze legislation and project impact on the District.
- Communicate with others persuasively.
- Conduct technical analysis using basic financial analysis and research procedures and develop appropriate recommendations.
- Develop strategies for the budget process.
- Direct studies, analyze complex financial and statistical data, and develop summary conclusions and recommendations.
- Establish and maintain effective and cooperative working relationships with others.
- Evaluate sensitive situations and adopt an appropriate course of action.
- Interpret, apply, and explain legal requirements, guidelines, and procedures.
- Meet schedules and timeliness.
- Operate a variety of office machines and equipment, including computer hardware and software.
- Plan and organize work.
- Prepare and deliver oral presentations.
- Prepare clear and comprehensive reports.
- Provide instruction and assistance to others in resolving difficult problems.
- Read, interpret, and apply research findings.
- Serve as district spokesperson and representative for assigned functions.
- Speak and write effectively.
- Train and provide work direction to others.

Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your online application.

Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals.

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Special Instructions to Applicants: To ensure **full** consideration, qualified candidates must submit a **complete** online application that includes the items listed (extraneous material will not be reviewed). References to resumes or other uploaded documents within the online application will be considered an "incomplete" application; please enter "N/A" if any section does not apply.

1. Complete online application;
2. Cover letter;
3. Resume; AND,
4. Three (3) references listed within the application.
5. Unofficial transcripts (Optional).
6. Foreign Degree Evaluation (if applicable).

Important: To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photo, articles you've written, etc.). Please only upload requested documents using respective document name labels. Uploading extraneous materials, unless specifically requested within this posting, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

- Application materials sent via mail, fax, or email will **not** be accepted.
- Note that correspondence, including interview invitations, will be sent to you via email.
- All inquiries, nominations and applications will be held in the strictest confidence.

Conditions of Employment:

SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form**; AND,
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.

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EMPLOYMENT AFTER RETIREMENT

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information.

EMPLOYEE BENEFITS

SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the California Public Employees' Retirement System (CalPERS) upon appointment.

Posting Number: CL01681

Major Responsibilities:

Qualifications:

Desired Qualifications:

Training and Experience: Any combination of training and experience equivalent to: a Bachelors degree in Accounting or Finance and two years of advanced technical training in accounting or a related field AND four years progressively responsible professional level experience in finance or accounting.

Knowledge:

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To apply, visit: <https://www.sdccdjobs.com>

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

Contact Information

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

Contact

Fiscal Services
San Diego Community College District



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