

Accounting Specialist Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=241854>

Downloaded On: Jul. 24, 2024 3:21am

Posted Jul. 23, 2024, set to expire Aug. 6, 2024

Job Title	Accounting Specialist
Department	Business Services
Institution	Cabrillo College Aptos, California
Date Posted	Jul. 23, 2024
Application Deadline	08/06/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services
Apply Online Here	https://apptrkr.com/5450596
Apply By Email	
Job Description	

Image not found or type unknown



Accounting Specialist

Cabrillo College

Salary: See Position Description

Job Type: Full-time (100%)

Job Number: 2024-01838

Closing: 8/6/2024 11:59 PM Pacific

Location: Aptos, CA

Department:

Accounting Specialist Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=241854>

Downloaded On: Jul. 24, 2024 3:21am

Posted Jul. 23, 2024, set to expire Aug. 6, 2024

Business Services

Employment Opportunity

We need **YOU!** Cabrillo College is looking for staff to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is an Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world one student at a time!

About this Position: Under general supervision, the **Accounting Specialist** performs a variety of highly responsible accounting operations duties involving accounts payable and receivable and related paraprofessional accounting functions; and performs related duties as assigned. This position is a cash receipting and cash management position that works 100% in person.

The **ideal** candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. In the Fall of 2022, 58% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (51%), Multi Ethnic (5%), Asian (2%), Black Non-Hispanic (1%), Filipino (1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2006, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

COMPENSATION AND BENEFITS:

Starting Salary Range: \$5,428 to \$6,283 per month; plus 5% annual increases up to step 7, maximum initial salary step placement on the classified salary schedule is step 4. Full-time (40 hours per week) assignment, 12 months per year. Monday through Friday, 8:00 a.m. - 5:00 p.m. with evenings and weekends as required.

Classified employees are required to join the California Public Employees' Retirement System (CalPERS) and as such contribute 8% of their monthly salary to CalPERS on a pre-tax basis. Position scheduled to begin as soon as possible, pending continued funding and Governing Board ratification. Salary is subject to proration based on the beginning date of assignment. **Cabrillo is unable to sponsor work visas.**

Benefits: Our comprehensive benefits package includes medical, dental, life, short and long term, and vision (optional) insurance provided at a share of cost on a pretax basis, CalPERS Retirement and an

Accounting Specialist Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=241854>

Downloaded On: Jul. 24, 2024 3:21am

Posted Jul. 23, 2024, set to expire Aug. 6, 2024

Employee Assistance Program. Please see the [Benefits link](#) on the HR webpage for more information.

Work-Life Balance:

This opportunity is a full-time assignment, 12 months per year. [Classified employee benefits include:](#)

- Twelve (12) days vacation leave accrued annually; rate increases up to a maximum of twenty (20) days at year ten (10)
- Twelve (12) days of sick leave accrued annually, seven (7) of which can be used as Personal Necessity days annually
- Nineteen (19) paid holidays annually
- Five percent (5%) Longevity award annually after ten (10) years of service with increases to fifteen percent (15%) at twenty (20) years
- Professional Growth educational incentive program

As a classified staff member at Cabrillo College, you will join a vibrant community of professionals and educators working together to provide a positive educational environment where our students experience diverse academic and cultural perspectives.

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Reviews accounts payable vouchers to verify accuracy, completeness, correct accounting codes and adherence to District policies and contract terms; matches data on invoices with purchase and receipting orders; identifies errors or inaccuracies and follows up with department or vendor to resolve problems such as billing for late fees and incorrect sales tax; requests withholding documents for non-California vendors; verifies mathematical calculations; verifies and enters or prepares documents for data entry and payment processing.
- Reviews and reconciles vendor statements with account data; follows up with departments on the status of orders; responds to department/vendor inquiries on status of invoice payments; reviews computer-generated reports and makes necessary corrections; maintains records in compliance with District and governmental policies and regulations.
- Processes weekly accounts payable check runs; enters data, prints checks, creates check/voucher registers for approval, posts payment data to the general ledger and prepares

Accounting Specialist Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=241854>

Downloaded On: Jul. 24, 2024 3:21am

Posted Jul. 23, 2024, set to expire Aug. 6, 2024

checks for mailing; enters data and prepares and processes pay advances and internal payroll adjustments; takes action to void checks and processes stop payments through the County Treasurer's Office; researches and takes action to resolve a variety of payables issues and problems such as stale-dated checks.

- Uses District systems to post and process financial aid awards including Pell grants, loans, Cal Grant awards, Cabrillo Promise awards, EOPS/CARE grants and other grants/awards to student accounts; prepares and processes weekly student financial aid and other account credits to individual student accounts for the appropriate school term periods; researches billing discrepancies and prepares entries to make corrections; responds to student and staff requests for information regarding student accounts, transactions and balances and assists students in understanding their account/award balances; processes transactions to reissue stale-dated and returned checks.
- Prepares bills for agencies sponsoring students including the Veterans Administration, international students, workers' compensation programs/carriers, police agencies, private companies and others based on sponsorship agreements; uploads student data to generate sponsor invoices; deposits and posts sponsor and other third-party payments received to student accounts.
- Generates monthly EDD vendor reports; enters new vendor data into systems using W-9 information; generates and participates in processes to issue annual 1099s to vendors.
- Sets up and maintains student registration tables; records collection activities applicable to student accounts; audits the accounts of dual enrollment students to ensure accuracy.

OTHER DUTIES

- Acts as backup to other staff performing cashiering and cash receipting/balancing duties.
- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.
- Performs related duties as assigned.

Accounting Specialist Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=241854>

Downloaded On: Jul. 24, 2024 3:21am

Posted Jul. 23, 2024, set to expire Aug. 6, 2024

Minimum Qualifications

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff, **AND**
- Graduation from high school or GED equivalent supplemented by college coursework in accounting, **AND**
- At least four (4) years of progressively responsible paraprofessional accounting, bookkeeping or financial support experience; **OR**
- An equivalent combination of training and experience.

Desirables:

- An associate degree in accounting or business administration
- Experience in a college or university or another governmental agency

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- District policies, procedures and practices governing purchasing, accounts payable and receivable processing, cash receipting and related financial transactions.
- Paraprofessional accounting/bookkeeping methods and practices and associated internal control policies and procedures.
- Federal, state and District rules, regulations, policies and procedures governing the award of financial aid at a level of detail necessary to perform assigned duties.
- Business math.
- Methods and techniques of general ledger posting and reconciliation.
- Use and operation of applicable modules of the District's enterprise accounting and finance systems.
- Federal Privacy Act regulations regarding the release of private employee and student information.

Accounting Specialist Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=241854>

Downloaded On: Jul. 24, 2024 3:21am

Posted Jul. 23, 2024, set to expire Aug. 6, 2024

- Customer service practices and etiquette.
- Principles and practices of sound business communication including English usage, spelling, grammar and punctuation.
- Modern office practices, procedures and equipment including appropriate software applications.

Skills and Abilities to:

- Make highly detailed comparisons, calculations and tabulations of financial data and review accounting and related documents accurately and rapidly.
- Carry out work independently, ensuring a high degree of accuracy.
- Organize, set priorities and exercise sound judgment within established guidelines.
- Interpret, apply and explain rules, regulations, policies and procedures and apply them in a variety of procedural situations.
- Operate a computer using spreadsheet and other standard business software; operate other standard office equipment.
- Maintain a variety of financial records and files.
- Maintain confidentiality of documents and records, particularly those applicable to students.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Establish and maintain effective working relationships.
- Uphold the District's mission, values and objectives including equity and Guided Pathways.
- Support an inclusive work environment that fosters diversity, respect and engagement.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- A valid California driver's license or ability to access and use alternative transportation.

Additional Information

Application Process:

1. Complete the application with a minimum of three (3) Professional References and answer all supplemental questions; provide detailed information to aid in determining the minimum qualification requirements have been met
2. Attach resume

Accounting Specialist Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=241854>

Downloaded On: Jul. 24, 2024 3:21am

Posted Jul. 23, 2024, set to expire Aug. 6, 2024

3. Attach all unofficial transcripts for college coursework completed, if applicable, displaying any degrees conferred (photocopies, scans, photos, and downloads are acceptable).

Please note: All application materials must be received by 11:59 pm on the closing date indicated above.

Attention Applicants

Only completed applications with the above required documents will be reviewed by the committee. Application materials not required (including cover letters and letters of recommendation) for this position will not be reviewed. Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. **Cabrillo is unable to sponsor work visas.** A position eligibility pool may be established in order to fill other full-time, part-time, or substitute assignments as needs arise.

Questions? Concerns? Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

Selection Procedure

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. A written performance exercise and/or presentation/demonstration may be a part of the interview, and finalists may be invited to return for a second interview. All notifications will be via email, and can also be accessed through your [application profile](#).

Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes).

EEO Statement

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be



Accounting Specialist Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=241854>

Downloaded On: Jul. 24, 2024 3:21am

Posted Jul. 23, 2024, set to expire Aug. 6, 2024

denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

Accommodations

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at cabrillohr@cabrillo.edu.

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4549564/accounting-specialist>

Contact Information

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

Contact

Business Services

Cabrillo College

,