

Senior Accountant Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=244641>

Downloaded On: Sep. 13, 2024 10:18pm

Posted Sep. 11, 2024, set to expire Sep. 26, 2024

Job Title	Senior Accountant
Department	Business Services
Institution	Cabrillo College Aptos, California
Date Posted	Sep. 11, 2024
Application Deadline	09/26/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Finance/Investment Management
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Job Description	

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Senior Accountant

Cabrillo College

Salary: See Position Description

Job Type: Full-time (100%)

Job Number: 2024-01873

Closing: 9/26/2024 11:59 PM Pacific

Location: Hybrid (Online and On-site at Aptos), CA

Department:

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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!

This opportunity is for a **full-time, 12-months per year Senior Accountant position!** There may be an opportunity to work remotely 1-2 days per week. To be determined upon hire.

Under general supervision, the **Senior Accountant** performs a variety of complex professional accounting duties in the review, preparation and maintenance of District financial records, reports and systems for general fund, categorical and grant-funded operations, programs and services; prepares reconciliations, projections, analyses, financial statements and reports regarding general ledger and expenditure and budget issues; ensures compliance with all federal, state and District regulations, policies and procedures; provides technical support for the District ERP and accounting systems; audits transactions and provides financial oversight of categorical and grant-funded programs and expenditures; and performs related duties as assigned.

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: \$6,293 to \$7,274 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

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

Work-Life Balance:

This opportunity is a full-time, 12 months per year assignment. [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.

- Performs complex technical accounting work in the maintenance of financial records for assigned general fund operating, capital project and fixed asset accounts; prepares and posts journal entries for financial transactions by fund or sub-fund; analyzes and researches variances and discrepancies and processes correcting and adjusting entries; performs ongoing analyses and reconciliation of general ledger accounts; prepares schedules, statements and quarterly and

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annual financial reports; compiles and reconciles data and completes assigned sections of the Comprehensive Annual Financial and Budget Report (CCFS-311) required by the State Chancellor's Office.

- Analyzes categorical and grant costs to ensure they are valid and reimbursable in accordance with grant agreement provisions, college policy, GASB rules and federal audit guidelines; reviews financial transactions for all categorical and grant-funded programs, financial aid, scholarships and loans to ensure accuracy, assignment to correct budget/account codes, availability of funds, proper authorizations, completeness of required documentation, conformance with District accounting policies and procedures and compliance with all federal and state grant contract and budget provisions including in-kind contributions and maintenance of effort; verifies expenditures conform with District policies and procedures and comply with contract provisions and requirements; returns transactions to originators for required corrections; approves transactions for posting to the general ledger; prepares invoices to grantor agencies; monitors to ensure postings to the general ledger have occurred accurately and timely; assigns and activates fund and account numbers as required; ensures contracts are approved by the Board of Trustees.
- Compiles data and prepares assigned sections of the District's preliminary and final budgets; estimates revenues and forecasts expected expenditures; calculates salary and benefit costs; ensures all program costs have been determined and covered including matching funds requirements; works with program staff to confirm expected funding levels; compiles detailed spreadsheets by program including revenues by source and all components of planned expenditures; works with program and budget staff to ensure all costs are accounted for and balanced and budget deadlines are met.
- Monitors and tracks student financial aid including federal work study, scholarships and loans; reconciles transactions with Financial Aid, Cabrillo Foundation staff and other programs and posts any required adjusting entries; approves federal fund cash drawdowns; prepares monthly close entries and reports to the Board of Trustees; compiles a variety of federal and state annual financial reports including the annual Fiscal Operations Report and Application to Participate (FISAP) report; works closely with the Financial Aid department to plan for annual close processes; prepares journal entries and checks to return unused Foundation funds and pay interest to the federal government on Cal Grant funds.
- Analyzes, verifies and approves budget augmentations for grant-funded programs and other assigned budgets; calculates and/or verifies salary and benefit costs and other operating expenses; reviews works with program staff to resolve concerns and/or approve budget modifications if required;
- Performs cash management and cash accounting functions; prepares journal entries for revenues from taxes, apportionments, interest and other sources; prepares journal entries for all payables including payroll, accounts payable and student financial aid disbursements; reconciles

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the County Cash Account; posts any correcting entries and prepares monthly reports to the Board of Trustees; monitors the Revolving Cash Fund; monitors cash flows and prepares or assists in preparing cash flow statements; performs cash and bank reconciliations on a timely basis.

- Assists in compiling annual financial reports, including footnotes regarding accounting standards, supporting schedules and working papers; serves as a point of contact for auditors for the annual financial audit and single audit for federal grants; prepares schedules and working papers requested by auditors; responds to requests for information and ensures completion in a timely manner.
- Serves as a technical resource and assists managers and staff in other departments in conducting queries, generating special reports and developing new processes and procedures and developing preliminary and final budgets; provides guidance on appropriate courses of action to resolve budget and financial reporting questions and problems.
- Participates in the annual year-end close process; reconciles and allocates expenditures to the appropriate accounting period, establishes liability accounts for deferred expenses and revenues, ensures purchase orders are closed or rolled over to the next fiscal year and carryover budgets are created in preparation for the annual financial audit.

OTHER DUTIES

- May serve as a designated member of the District's Budget Committee.
- Stays current on changes in accounting standards and regulatory requirements, particularly as they relate to California community colleges.
- 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.

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

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and staff, **AND**

- Graduation from an accredited four-year college or university with a major in accounting, finance, business administration or a closely related field, **AND**
- Three years of progressively responsible professional accounting experience, preferably in a governmental agency or educational institution; **AND/OR**
- an equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, practices and procedures of general and governmental accounting, including financial statement preparation and methods of financial control and reporting, preferably in a community college environment.
- Generally accepted accounting principles, Government Accounting Board standards and other standards and requirements applicable to community colleges.
- Principles, practices and procedures of internal control and audit.
- Principles and practices of public agency budget development and management and grant tracking and monitoring.
- District policies, procedures and practices governing the processing and recording of financial transactions including purchasing and accounts payable transactions.
- Federal, state, local and District laws, regulations and policies governing fiscal requirements of community colleges and educational institutions, including those related to categorical and grant programs including Title V of the California Education Code, California Code of Regulations (CCR), Chancellor's Office Budget and Accounting Manual and guidelines and federal Education Department General Administrative Regulations (EDGAR).
- Federal, state, local and District laws, regulations and policies governing payroll requirements of community colleges and educational institutions and the provisions of District collective bargaining agreements.
- Principles and practices of sound business communication including proper English usage, grammar, spelling and punctuation.
- Research methods and financial analysis techniques.

Skills and Abilities to:

- Operate a computer and use standard business software and make advanced uses of complex

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- enterprise accounting system software and spreadsheet applications.
- Analyze, post, balance and reconcile complex financial data and accounts in accordance with generally accepted accounting principles and legal requirements.
 - Analyze information and issues, evaluate alternatives, reach sound conclusions and make appropriate recommendations on complex financial data.
 - Understand, interpret, explain and apply District accounting policies and procedures, state and federal law, codes, ordinances and regulations and professional accounting standards regulating financial accounting, reporting and recordkeeping.
 - Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
 - Prepare clear, concise and comprehensive financial and other written materials.
 - 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.

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
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

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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 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.



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To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4632543/senior-accountant>

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Contact Information

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

Contact

Business Services
Cabrillo College

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