

Senior Financial Support Specialist, Natural & Applied
Sciences (NAS)
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=247358>

Downloaded On: Oct. 28, 2024 6:20am

Posted Oct. 21, 2024, set to expire Nov. 6, 2024

Job Title	Senior Financial Support Specialist, Natural & Applied Sciences (NAS)
Department	Nas Division Office
Institution	Cabrillo College Aptos, California
Date Posted	Oct. 21, 2024
Application Deadline	11/06/2024
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Finance/Investment Management
Apply Online Here	https://apptrkr.com/5730010

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Job Description

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Senior Financial Support Specialist, Natural & Applied Sciences (NAS)

Cabrillo College

Salary: See Position Description

Job Type: Full-time (100%)

Job Number: 2024-01887

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

Location:



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Aptos, CA

Department: Nas Division Office

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, Senior Financial Support Specialist with a start date of January 2025.**

Under general supervision, this position provides complex and highly responsible accounting support duties in the **Natural & Applied Sciences (NAS) Division** to ensure sound expenditure management and compliance; performs a variety of paraprofessional duties in preparing, maintaining, verifying accuracy and appropriateness and processing accounting transactions; monitors and prepares budget and expenditure records and reports for general, categorical and grant-funded programs and services; 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: \$5,428 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 (CalPERS) and as such contribute 8% of their monthly salary to CalPERS on a pre-tax basis. Position

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scheduled to begin in January, 2025 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 [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.

- Within a major division or District component, provides oversight of and participates in budget preparation and monitoring and accounting support for all programs, projects and services funded through various sources, including general funds, categorical funds, grant funds, restricted funds and trust/ agency funds; integrates and prepares projections of budget and expenditure data for multiple divisions and/or programs to prepare consolidated budget and expenditure reports; provides advice and recommendations to executives, deans, administrators

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and managers on allowable sources and uses of funding to support various projects and activities, based on varied funding source requirements and restrictions; prepares monthly, quarterly and annual budget status reports and statistical summaries for all major functional, program and service areas; prepares final budget reports for assigned grants, uploading data to funding source portals; may interact with funding source representatives on budget expenditure allocation and compliance issues.

- Serves as a technical resource on budget, accounting operations and applicable compliance issues to major division/component administrators, faculty and staff; provides technical guidance to Financial Support Specialists in other divisions; provides information on District/program policies and procedures, explains their application in varied situations and answers questions or provides additional information to ensure understanding; works with division, component and program staff to reprogram surplus funds to enhance program activities.
- Assists or participates in preparing budget projections and budget scenarios and setting up budgets for general fund, single- and multi-year categorical, grant-funded and restricted funding programs; verifies and calculates payroll and benefit chargeback costs; verifies the accuracy of postings to payroll; verifies the allowability of planned program expenditures; prepares journal entries and budget transfers as required; ensures requirements for matching and in-kind funds are being met; reconciles and prepares monthly reports on grant accounts; verifies expenditures are on track with grant awards and allocations; prepares grant financial reports; periodically meets with deans, program coordinators and other staff to review grant and spending activities and ensure timeliness of reports; makes recommendations to the dean, directors and grant staff on expenditure patterns to ensure conformance with grant terms.
- Maintains, updates and reconciles a variety of budget workbooks and expenditure spreadsheets to the District enterprise finance and accounting system; monitors encumbrances and expenditures and calculates budget usage and fund percentages; verifies and reconciles payroll workbooks for faculty and staff and Teaching Unit (TU) allocations and initiates action to resolve and correct any discrepancies; ensures expenses are posted to the correct budget accounts and time periods; ensures faculty units are correctly assigned; researches and prepares budget and TU transfers and expenditure adjustments to correct discrepancies and submits for approval; prepares periodic reports on the status of all accounts; reconciles and prepares accounts for year-end close in accordance with Finance instructions, ensuring all budget transfers and journal entries are posted to the correct periods by established deadlines; ensures appropriate transactions are processed to protect funds being carried over to the next fiscal year.
- Reviews, verifies accuracy and completeness, confirms compliance and processes a variety of accounting documents for approval including vendor invoices, check requests, travel and conference requests, employee reimbursement requests and other expense-related forms; researches transactions to resolve a variety of discrepancies and errors and requests corrections

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and additional supporting information when necessary; prepares adjusting entries and posts transactions to proper general ledger accounts; works with Finance and division/component staff to resolve funding availability, accounting and compliance questions and issues.

- Coordinates division purchasing and related activities with department chairs, faculty, administrators and staff; prepares contracts and lease agreements for division and component functions, ensuring relevant insurance requirements are met; researches requests and verifies approval; obtains informal bids and compares vendor costs; prepares requisitions and blanket purchase order requests and supporting documentation; monitors delivery status; resolves any invoicing discrepancies with Purchasing and/or Accounts Payable staff; maintains information on appropriate budget numbers and cost center, activity, object and project codes applicable to the division and its programs and services.
- Oversees and performs accounts receivable accounting duties involving a variety of cash sources including materials fees; sets up accounts for new lab fees.

OTHER DUTIES

- May serve as fiscal support manager for federally-funded STEM grants, coordinating a variety of program administrative activities related to the grants and preparing budget expenditure statistical and narrative reports based on federal fiscal year reporting cycles; may compile, review and report on STEM student GPAs and scholarship award amounts; drafts a variety of grant-related reports and correspondence; attends grant-related meetings.
- Provides accounting and related support for the Business Services division; sets up vendor files for purchasing and contracts functions; ensures vendors have required licensure and bonding and meet California Public Works Construction (DIR) registration requirements; works with Cabrillo Foundation staff to ensure Building Preservation Funds are used in compliance with District policies and procedures.
- May perform budget and fiscal oversight duties for assigned grants and funds.
- 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

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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**
- Experience with progressively responsible paraprofessional accounting, bookkeeping or financial support experience (three years desired); **OR**
- An equivalent combination of training and experience;

Desirable:

- 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 budgeting, 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.
- Methods and techniques of general ledger posting and reconciliation.
- Business math.
- Use and operation of applicable modules of the District's enterprise accounting and finance systems.
- State and federal laws and regulations pertinent to application for and administration of grants and categorically-funded programs for a variety of programs and functions at a level of detail necessary to carry out assigned responsibilities.
- Sources of information relating to requirements for administration of grant and categorical programs such as Title V of the California Education Code, Education Department General Administrative Regulations (EDGAR) and other applicable laws and regulations.
- Customer service practices and etiquette.
- Principles and practices of sound business communication including English usage, spelling, grammar and punctuation.
- Office practices, procedures and equipment including database and spreadsheet software and

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other business software applications

Skills and Abilities to:

- Read, understand, interpret and apply District, state and federal requirements and guidelines for the development of general fund and program budgets and the financial administration of grant and categorically-funded programs, particularly with regard to the allowability of expenditures.
- Make highly detailed comparisons, calculations and tabulations of financial data and review accounting and related documents accurately and with high attention to detail.
- Understand and apply rules, regulations, policies and procedures in a variety of complex budgetary and procedural situations.
- Organize, set priorities, work independently and exercise sound judgment within established guidelines.
- Operate a computer using spreadsheet and other standard business software; operate other standard office equipment.
- Maintain a variety of financial records and files, including confidential documents and records.
- 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
3. Attach all unofficial transcripts for college coursework completed, if applicable, displaying any degrees conferred (photocopies, scans, photos, and downloads are acceptable).



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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). Cabrillo is an [eVerify](#) employer.

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.



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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/4672292/senior-financial-support-specialist-natural-applied-sciences-nas>

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Contact Information

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

Contact

Nas Division Office
Cabrillo College

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