

**Program Account Specialist
Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=251125>

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Posted Jan. 7, 2025, set to expire May 2, 2025

Job Title	Program Account Specialist
Department	
Institution	Mt. San Antonio College Walnut, California
Date Posted	Jan. 7, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Finance/Investment Management Fiscal Services
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Job Description	

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Program Account Specialist

Position Number: CM-206-2024

Division: School of Continuing Education

Department: School of Continuing Education Division Office

FTE: 100

Term (month/year): 12 Months/Year

Annual Salary Step Range:

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\$73,204.56 - \$93,429.36

Initial Screening Date: 01/22/2025

Open Until Filled: Yes

Position Description

Position Overview:

The School of Continuing Education (SCE) is a large division serving noncredit and community education students. This position monitors and processes the divisions accounting, budgeting, and related financial matters, acting as the primary liaison between SCE departments and campus Fiscal Services.

Definition:

Under general supervision, performs a variety of difficult and complex technical accounting and administrative support duties in the preparation, maintenance, and processing of accounting, budgeting, and related financial transactions; maintains and audits financial accounts and records of the assigned program, department, and/or division and assists in the preparation of financial reports, summaries, and analyses in coordination with the Fiscal Services Department; provides responsible technical accounting support to professional staff.

Supervision Received and Exercised:

Receives general supervision from assigned managerial personnel. Exercises no supervision of staff. May provide functional and technical direction and training to student or hourly workers, and to staff, as assigned.

Class Characteristics:

This is the advanced journey-level in the in the Program Account support class series. Incumbents are cross trained to perform the full range of technical work in general accounting, budgeting, and related areas, in addition to performing a variety of record-keeping, reconciliation, and accounting support activities. Incumbents perform the most difficult and complex types of duties assigned to the class series, exercising a high level of independent judgment and initiative. Incumbents are required to be fully trained in all procedures related to the assigned functional area. This class is distinguished from

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the Program Account Technician class in that the former performs routine technical accounting and administrative support work.

Examples of Essential Functions(Illustrative Only):

1. Prepares, maintains, verifies, and reconciles a variety of accounting and financial transactions and reports; audits and reviews financial records for accuracy.
2. Processes information and develops reports using standard word processing and spreadsheet software, as well as, accounting, financial, and other related electronic information systems.
3. Researches all sources of revenue.
4. Follows internal control procedures for assigned function reviews and recommends changes to office procedures.
5. Assists in the preparation of monthly, quarterly, and year-end financial summary reports recommends year-end budget carry-overs.
6. Assists in problem solving, research, and reconciling actual expenditures with budgeted amounts; provides technical assistance regarding budget activities; prepares expenditure and progress reports for the program.
7. Assists in the preparation and monitoring of program, division, and/or department, budgets; determines fund availability; requests, processes, records, and prepares budget transfers and budget revisions; prepares accounting and budget reports, projects revenues, and expenditures; reviews requisitions and expenditures for proper coding with respect to the budget.
8. Assists in the compilation and preparation of program budgets, calculates budget projections, reviews expenditures and budget transfers for compliance with funding agency requirements.
9. Assists with salaries, and benefits projections; projects position expenditures and determines savings; ensures available budget.
10. Reviews, examines, and processes requisitions; researches vendors and obtains price quotes.
11. Reviews travel and mileage reimbursement requests; verifies calculations, account numbers, and required documentation; prepares claim statements and requisitions.
12. Develops various accounting, financial, and budgetary reports as needed.
13. Generates correspondence and responds to a variety of customer, vendor, and staff questions and complaints in person and over the telephone; researches and resolves problems; makes request for accounting adjustments, as it relates to the program.
14. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
15. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
16. Supports and abides by federal, state, local policies, and Board Policies and Administrative

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Procedures.

17. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
18. Prepares and delivers oral presentations related to assigned areas as required.
19. Performs other related or lower classification duties as assigned.

Qualifications

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Terminology and practices of financial and accounting document processing and record keeping.
2. Business arithmetic and financial and statistical techniques.
3. Financial and statistical record-keeping principles and procedures.
4. Principles, practices, and procedures of auditing and accounting.
5. Basic principles of public agency budget preparation, maintenance, and control.
6. Methods and techniques of recording, receiving, and disbursing large amounts of cash.
7. Modern office practices, methods, and computer equipment and computer applications related to work, including word processing, database, and spreadsheet software.
8. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
9. Principles and practices of data collection, record-keeping, and report preparation.
10. Basic maintenance and operation of computer and multi-media equipment related to the area of assignment.
11. English usage, spelling, vocabulary, grammar, and punctuation.
12. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Skills and Abilities:

1. Advocate for and communicate the Colleges vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive,

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socially just, anti-racist, and accessible academic and work environment.

4. Perform complex paraprofessional accounting and budgeting work accurately, in a timely manner, and under general supervision.
5. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
6. Respond to and effectively prioritize multiple phone calls and other requests for service.
7. Interpret, apply, and explain policies and procedures.
8. Compose correspondence and reports independently or from brief instructions.
9. Receive, count, reconcile, and maintain records related to funds collected or disbursed.
10. Perform responsible technical accounting or budget-related duties in an assigned functional area.
11. Make accurate arithmetic, financial, and statistical computations and summaries, and generate related reports.
12. Establish and maintain a variety of filing, record keeping, and tracking systems.
13. Understand and follow oral and written instructions.
14. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
15. Operate modern office equipment including computer equipment and specialized software applications programs, with heavy emphasis on use of spreadsheets.
16. Use English effectively to communicate in person, over the telephone, and in writing.
17. Understand scope of authority in making independent decisions.
18. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
19. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
20. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to an Associates degree from a regionally accredited college in accounting, finance, or a related field; and
2. Four (4) full time equivalent years of increasingly responsible experience in processing financial documents, maintaining financial, accounting or statistical records; or
 - a. Two (2) full time equivalent years of experience equivalent to the Program Account Technician.

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Desirable Qualifications:

1. A Bachelors degree from a regionally accredited college or university in one of the above-mentioned fields is preferred.
2. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
3. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

Licenses and Certificates:

The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California drivers license.

To apply, visit <https://hrjobs.mtsac.edu/postings/13322>

Our Mission: The mission of Mt. San Antonio College is to support all students in achieving their educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training so that students become productive members of a diverse, sustainable, global society. The College pledges to prepare students for lifelong learning through the mastery of basic skills, the achievement of associate degrees and certificates, and the completion of career and transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement, advancing civic engagement, enhancing personal well-being, promoting critical thinking, and enriching aesthetic and cultural experiences.

Our Vision: Mt. San Antonio College strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services. As a premier community college, we will provide access to quality educational programs and services, focusing on student success within a climate of integrity and respect. We will earn this reputation by



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consistently exceeding the expectations of our students, our staff, and our community.

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

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Contact Information

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

Contact

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Mt. San Antonio College

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