

District Office Accounting Specialist  
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255143>

Downloaded On: Apr. 3, 2025 2:21am

Posted Mar. 31, 2025, set to expire Apr. 7, 2025

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

**Date Posted** Mar. 31, 2025

**Application Deadline** 04/07/2025

**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Fiscal Services

**Apply Online Here** <https://apptrkr.com/6106012>

**Apply By Email**

**Job Description**

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**District Office Accounting Specialist**

**San Diego Community College District**

**Closing Date:** 4/7/2025

**Position Number:** 007363

**Location:** District

**Position Type:**



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**The Position:**

Posting Details (Default Section)

Closing Date: 04/07/2025

Open Until Filled: Yes

Classification Title: District Office Accounting Specialist

Working Title: Payroll Accountant

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: 007363

FLSA Status: Non-Exempt (accrues overtime)

Position Type: Classified

Bargaining Unit: AFT - Classified Professionals

Range: 27

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Department: People, Culture, & Tech Services

### **The Position**

Applications are currently being accepted for District Office Accounting Specialist in the People, Culture, and Technology Services Division located at the District Office in Mission Valley. Hours are Monday - Friday, 8am to 5pm, with remote work flexibility after probationary period. 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**

#### **Experience & Knowledge:**

- Certified Payroll Professional (CPP) or Fundamental Payroll Certification (FPC)
- Previous experience in payroll or accounting
- Understanding of payroll taxes (federal, state, and local), benefits, and deductions
- Knowledge of various state and local payroll regulations, including tax rates

#### **Technical Skills:**

- Attention to detail - payroll requires accuracy, so a high level of attention to detail is essential
- Proficiency in Excel (pivot tables, formulas, VLOOKUP) is important for analyzing payroll data and reports
- A solid understanding of accounting principles and standards (e.g., GAAP) for reconciling accounts and ensuring financial accuracy

#### **Soft Skills:**

- Payroll processing involves handling large amounts of data, so being well-organized helps ensure everything runs smoothly
- Must communicate effectively with both employees and management, especially regarding payroll-related queries

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- Ability to quickly identify and resolve discrepancies in payroll is vital
- Handle sensitive employee information; discretion and ethical conduct are key

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.

Click [here](#) for the EEO / Diversity / Nondiscrimination - Policies and Procedures

Special Instructions to Applicants: To ensure consistency, fairness, and alignment with our commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA), please submit only the materials specifically requested in this posting (e.g., no personal photos, articles, etc.). Be sure to upload the required documents using the respective document name labels. Uploading extraneous materials, unless explicitly requested, 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. All correspondence, including interview invitations, will be communicated via email.

We are dedicated to maintaining the confidentiality of all inquiries, nominations, and applications in the strictest confidence, and we encourage applicants from diverse backgrounds to apply.

1. Complete online application;
2. Resume;
3. List accounting/ERP systems you have used and note your proficiency. Complete the [Table Template](#) and upload to attach to the online application (Link to Table Template: <https://pa-hrsuite-production.s3.amazonaws.com/368/docs/50573388.pdf>); AND,
4. Three (3) to five (5) References included within the online application.
5. Cover Letter (Optional).

**Tentative Timeline (Subject to Amendments)**

Position is open until filled

First "Soft" Closing: **4/7/2025**

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Screening: 4/11/2025 - 4/17/2025

Tallying: 4/18/2025

First Level Interviews via Zoom: 5/2/2025

Second Level Interviews in Person: 5/9/2025

Target Start Date: 6/2/2025

**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); Including Foreign Degree Evaluation, if applicable.
- 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.

**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: CL01766

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**Major Responsibilities:**

**Qualifications:**

**Desired Qualifications:**

**Experience & Knowledge:**

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**Licenses:**

**Pay Information:**



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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**

District

San Diego Community College District

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