

**Senior Accountant**  
**Rancho Santiago Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=257691>

Downloaded On: Jun. 6, 2025 6:28pm

Posted Jun. 3, 2025, set to expire Jun. 26, 2025

**Job Title** Senior Accountant  
**Department** Business Services  
**Institution** Rancho Santiago Community College District  
Santa Ana, California

**Date Posted** Jun. 3, 2025

**Application Deadline** 06/26/2025

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Fiscal Services

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**Job Description**

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**Senior Accountant**

**Rancho Santiago Community College District**

**Salary Range:** Grade 15: \$75,588.23 - \$96,480.94

**Job Type:** Full Time

**Job Number:** CL25-01192

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**Location:** Santa Ana, CA

**Division:** DO Business Services

**Closing:** 6/26/2025 5:00 PM Pacific

## **POSITION DETAILS**

### **About Rancho Santiago Community College District**

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The district includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, the Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

RSCCD's student population is a direct reflection of the diverse communities in the surrounding neighborhoods. As a whole, the district has the honor of serving approximately 55,537 students: 51% Hispanic/Latinx, 20% White, 9% Asian & Filipino, and 2% are African American. RSCCD is a proud Hispanic Serving Institution (HSI) and serves predominately historically underrepresented students. There is a commitment to foster student centered values among our employees to provide equitable student learning, academic excellence, and workforce development. By delivering high-quality educational programs and student support services, the district ensures that students have the appropriate resources to achieve their goals.

At RSCCD, our mission is to integrate diversity, equity, inclusion, accessibility, and justice into all aspects of student academics and employee relations. Thus, creating transformational experiences that prepares students and employees to engage in the world with a renewed sense-of-self. Through this commitment, Rancho Santiago Community College District strives to cultivate a learning environment that prioritizes respect, to ensure that RSCCD stakeholders feel valued and supported throughout their academic and professional careers.

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**About the Position**

The ideal candidate will demonstrate cultural competency in serving diverse community college populations, including faculty, management, and students from varied ethnic, racial, cultural, and socioeconomic backgrounds. This includes those with differing abilities, AB 540 students, DACA recipients, Foreign Residents, VACA participants, and Continuing Education students. They will support RSCCD's mission to promote self-awareness, knowledge, and communication skills, enabling all members of the college community to participate creatively and confidently in an ever-changing world.

Candidates will contribute to an inclusive and collaborative workplace culture that supports the diverse needs of faculty, management, staff, and students. They will effectively provide services and support to individuals with differing academic preparation levels and unique learning or workplace needs, ensuring equitable access and opportunities for success. Candidates should demonstrate cultural competency, sensitivity, equity-mindedness, and a commitment to anti-racism in all interactions and contributions. Through their role, they will empower students to achieve their educational and career goals while promoting a positive and inclusive environment where faculty and management can thrive, fostering creativity, confidence, and lifelong learning throughout the college community.

**Class Summary**

Under general supervision - prepares financial reports and expenditure claims for specially funded (local, state, federal) projects; prepares budget changes; directs maintenance of subsidiary ledgers for all financial aid programs, grants, and loans, supervises preparation of special claims for reimbursement; performs related duties as required.

**Representative Duties**

Prepares the more complex financial reports and expenditure claims for specially funded projects; directs the work of Sr. Account Clerk - grants and loans section in maintaining subsidiary ledgers and related records for all financial aid programs; directs accountants in the preparation of specially funded project reports and claims for reimbursement; coordinates with the financial aids office, accounts payable section and computer center in setting up disbursement and cancellation schedules of the student grants and loans; approves requests for special disbursements, requests for holding checks beyond cancellation dates or issuing checks before scheduled disbursement date for extraordinary reasons; reconciles general ledger balances with subsidiary ledger balances of all financial aid grants and loans on a monthly basis; prepares monthly bank reconciliation for four accounts; prepares deposits, and maintains records for RSCCD revolving cash account; checks budgets for detailed special projects received from planning and development department as to accuracy of total budget and budget amounts as contained in the approved award letters, contracts and budgets from outside funding sources; prepares budget change forms to set up new projects or adjust budget amounts of

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existing special projects and then directs accountant for terminal input after required signatures are obtained; reconciles district's records of National Direct Student Loan and Nursing Loan Advances and collections with the billing agency's (Academic Financial Services Association) records; maintains regular contact with AFSA's client analyst in order to keep student accounts accurate and current; answers inquiries from students regarding problems on financial aid grants and loans and inquiries from other department or project directors on specially funded programs; reviews and monitors special project expenditures and provides technical assistance to planning and development department and project directors on matters concerning special project budgets and expenditures; performs other related duties as assigned by the Manager of Budget and Disbursement Services such as preparation of special reports and schedules related to special projects, analysis of general ledger accounts.

### **Organizational Relationships**

This position reports to the Manager of Budget and Disbursement Services. It directs the work of a Sr. Account Clerk and an Accountant.

## **QUALIFICATIONS**

### **Training and Experience**

Any combination of training and/or experience equivalent to a Bachelor's degree in business, accounting or related field with a major in accounting; and four years of increasingly responsible accounting experience preferably in governmental or fund accounting.

### **Knowledge and Abilities**

Good Knowledge of: principles of general of school district accounting; rules and regulations related to specially-funded projects; principles, practices and methods of general and governmental or school district accounting and budgeting; principles of management, supervision and training; legal, procedural and reporting requirements in school district financial work, potential application of data processing to accounting and other business office transactions.

Ability to: learn to read computer print-outs; interpret and apply California Education Code provisions which pertain to the school district; direct the work of others.

### **Additional Qualifications**

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Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ability, and ethnic backgrounds of community college students, staff, and the community.

## **APPLICATION PROCESS**

To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

### **A Complete Application Packet Must Include the Following:**

1. RSCCD Online Application
2. Resume - details all relevant education, training, and other work experience

### **Application Screening**

Job announcements will include screening criteria to be used during screening and interviews. This may include, but is not limited to:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)
- Demonstrated experience and sensitivity to diversity, equity, and inclusion.
- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving.

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview.

Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

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### **Interview**

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

### **Disability Accommodations**

Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

### **Conditions of Employment**

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

### **EEO STATEMENT**

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

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To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4956607/senior-accountant>

**Contact Information**

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

**Contact**

Business Services

Rancho Santiago Community College District

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