

**Senior Financial Support Specialist BACCC  
Cabrillo College**

Direct Link: <https://www.AcademicKeys.com/r?job=261073>

Downloaded On: Aug. 13, 2025 11:37am

Posted Aug. 12, 2025, set to expire Sep. 2, 2025

**Job Title** Senior Financial Support Specialist BACCC  
**Department** Bay Area Community College Consortium/Instruction  
**Institution** Cabrillo College  
Aptos, California

**Date Posted** Aug. 12, 2025

**Application Deadline** 09/02/2025

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Finance/Investment Management  
Grant Writer/Technical Writer

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**Job Description**

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**Senior Financial Support Specialist BACCC**

**Cabrillo College**

**Salary:** See Position Description

**Job Type:** Full-time (100%)

**Job Number:** 2025-02013

**Closing:**

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**Location:** Aptos, CA

**Department:** Bay Area Community College Consortium/Instruction

### 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 **full-time, 12-months per year Senior Financial Support Specialist** position provides complex and highly responsible accounting support duties for the Bay Area Community College Consortium (BACCC) at Cabrillo College 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 2021, 58% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (48%), 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.

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.

The Bay Area Community College Consortium (BACCC) is composed of the twenty-eight (28) colleges surrounding the San Francisco and Monterey Bays, and is organized into five subregions. Cabrillo College serves as the consortium's fiscal agent. The three goals of the Bay Area Community College Consortium are:

- Goal A: Provide pathways that enable all Bay Area students to find employment and advance to

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family-supporting wages

- Goal B: Meet the needs of employers in the Bay Region for well-qualified candidates for positions that pay livable wages
- Goal C: Ensure equity in participation, completion, and employment

**[For more information about the BACCC, please see our website here](#)**

### **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 the Bay Area Community College Consortium (BACCC) at Cabrillo College, 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 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

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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; ensures expenses are posted to the correct budget accounts and time periods; 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 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 the Bay Area Community College Consortium (BACCC) at Cabrillo College's 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; sets up new accounts.

### **OTHER DUTIES**

- May serve as fiscal support manager for grants, coordinating a variety of program administrative activities related to the grants and preparing budget expenditure statistical and narrative documents; drafts a variety of grant-related reports and correspondence; attends grant-related meetings.

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- 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 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, experience with progressively responsible paraprofessional accounting, bookkeeping, or financial support experience (three {3} years desired)**OR**
- An equivalent combination of training and experience

**Please note:** An associate degree in accounting or business administration and experience in a college or university or another governmental agency is preferred.

#### **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.

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- 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 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.

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### **LICENSES, CERTIFICATES AND OTHER REQUIREMENTS**

- A valid California driver's license or ability to access and use alternative transportation.

### **Additional Information**

**Starting Salary Range: \$5,428to \$6,283per month;plus 5% annual increases up to step 7, maximum initial salary step placement on theclassified salary schedule is step 4. Full-time (40 hours per week) assignment, 12months per year.MondaythroughFriday, 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 up to 8% of their monthly salary to CalPERS on a pre-tax basis. Position scheduled to begin as soon as possible, pending continued categorical funding and Governing Board ratification. Salary is subject to proration based on beginning date of assignment.

**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.

### **Application Process:**

1. Complete the application and answer all supplemental questions; provide detailed information to aid in determining the minimum qualification requirements have been met
2. Attach resume
3. Attach unofficial transcripts for college coursework completed, if applicable, **displaying any degrees conferred** (copies, photos, and downloads are acceptable). Foreign Transcripts must be evaluated for U.S. equivalency at the applicant's expense - [click here](#) for more information

**Please note:** All application materials must be received by 11:59 pm on the closing date indicated above.

### **Attention Applicants**



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Only completed applications with the above required documents will be reviewed by the committee. Application materials not required (including cover letters or 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 by accessing your [application profile](#).

### **Conditions of Employment**

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, official transcripts, 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](mailto:cabrillohr@cabrillo.edu).



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To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4963833/senior-financial-support-specialist-baccc>

jeid-1a1dd1771d00fd48b5b7bbbe927c53c8

**Contact Information**

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

**Contact**

Bay Area Community College Consortium/Instruction  
Cabrillo College

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