

Senior Financial Support Specialist (Instr)/Financial
Support Specialist (ELLA) Short Term 50/50
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=268452>

Downloaded On: Nov. 18, 2025 2:27pm

Posted Nov. 18, 2025, set to expire Nov. 21, 2025

Job Title	Senior Financial Support Specialist (Instr)/Financial Support Specialist (ELLA) Short Term 50/50
Department	Administrative
Institution	Cabrillo College Aptos, California
Date Posted	Nov. 18, 2025
Application Deadline	11/21/2025
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Finance/Investment Management
Apply Online Here	https://apptrkr.com/6729574

Apply By Email

Job Description

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Senior Financial Support Specialist (Instr)/Financial Support Specialist (ELLA) Short Term 50/50

Cabrillo College

Salary: See Position Description

Job Type: Temporary, Hourly/Short-Term

Job Number: 2025-02076

Closing: 11/21/2025 11:59 PM Pacific

Location:

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Aptos, CA

Department: Instruction

Please apply for this job directly on the Cabrillo College job opportunities page [here](#).

Employment Opportunity

Are you interested in creating an amazing educational environment for students who are part of an equity driven community? Staff at Cabrillo College support quality programs and services to students that promote their diverse and evolving needs as they progress toward their individual educational goals. **Come join us in our vision to improve the world, *one student at a time!***

About the Position of a 50% Senior Financial Support Specialist (Office of Instruction) / 50% Financial Support Specialist (ELLA)

This short-term, temporary position is a 50/50 split role as follows:

- 50% Senior Financial Support Specialist; supporting the Office of Instruction **AND**
- 50% Financial Support Specialist; supporting the School of English, Library, and Language Arts (ELLA)

Salary Range for this 50% Senior Financial Support Specialist (Office of Instruction) / 50% Financial Support Specialist (ELLA):\$32 - \$37 per hour for the Senior Financial Support Specialist and \$30 - \$35 per hour for the Financial Support Specialist work based on experience. *This is a non-benefitted position.*

Under the direction of the Vice President of Instruction and the Dean of ELLA, this position provides complex and highly responsible accounting support duties 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.

Estimated Duration of Assignment: This forty (40) hour/week position is scheduled to begin as soon as possible. The short-term assignment is expected to run from December 1, 2025 - March, 2026. Working hours are 8:00 a.m. - 5:00 p.m., Monday - Friday.

Additionally, there is also a an additional 100% position as follows:

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Financial Support Special (Federal/State Emergency Grants)

Salary Range for this 100% Financial Support Specialist (Federal/State Emergency Grants):\$30 - \$35 per hour based on experience. *This is a non-benefitted position.*

Under general supervision, provides difficult and highly responsible accounting support to the Federal/State Emergency Grants department to ensure sound expenditure management and compliance; performs a variety of paraprofessional duties in preparing, maintaining, verifying accuracy and appropriateness, and processing accounting transactions; prepares budget records and reports and monitors expenditures for general, categorical and grant-funded programs and services; and performs related duties as assigned.

Estimated Duration of Assignment: This forty (40) hour/week position is scheduled to begin as soon as possible. The short-term assignment is expected to run from January 1, 2026 - June, 2026. Working hours are 8:00 a.m. - 5:00 p.m., Monday - Friday.

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.

DUTIES OF A SENIOR FINANCIAL SUPPORT SPECIALIST

- 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 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

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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 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

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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.

DUTIES OF A FINANCIAL SUPPORT SPECIALIST

- Reviews or prepares and processes a variety of accounting documents for approval including vendor invoices, check requests, travel and conference requests, employee reimbursement requests, credit memos and other expense-related forms; verifies accuracy, completeness, correct accounting codes and proper authorizations; verifies compliance with funding source provisions and District policies and procedures; requests corrections and additional supporting information when necessary; posts transactions to proper general ledger accounts; works with Finance and division staff to resolve funding availability, account code and compliance questions and issues.
- 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 monthly reports to the division dean on the status of all accounts; reconciles and prepares division 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; closes blanket purchase orders.
- Assists or participates in preparing budget projections and budget scenarios and setting up budgets for general fund, single- and multi-year categorical and grant-funded 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/expenditure transfers as required; ensures requirements for matching and in-kind funds are planned for; reconciles and prepares monthly reports on grant accounts; verifies expenditures are on track with grant awards and allocations; prepares grant financial reports; may periodically meet 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.

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- Coordinates division purchasing activities, including purchases using State Institutional Equipment funds, with department chairs, faculty, administrators and staff; researches requests and verifies approvals; 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.
- Coordinates the hiring of student workers and temporary hourly workers with Human Resources and division staff; verifies the availability of funds and accuracy of hiring documents; verifies accuracy and processes timecards; maintains the division absence/sick leave replacement spreadsheet.
- Provides information on District/program policies and procedures, explains their application and answers questions or provides additional information to ensure understanding; works with division and program staff to reprogram surplus funds to enhance program activities; serves as a resource in providing information on expenditure and compliance issues, compiling data and preparing reports.

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:

- An 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 and experience in a college or university or another governmental agency is preferred.

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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 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.

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- 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. (Encouraged, but not required) Attach all unofficial transcripts for college coursework completed, **if applicable**, displaying any degrees conferred (copies, photos, and downloads are acceptable).

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 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.

Selection Procedure

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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 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 [E-Verify](#) 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.

Accommodations

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at cabrillohr@cabrillo.edu.

Questions? Concerns? Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/5126110/senior-financial-support-specialist-instr-financial-support-specialist-ella-s>

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Contact Information

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

Contact

Administrative
Cabrillo College

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