

**TEMPORARY Senior Accounting Technician  
State Center Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=269342>

Downloaded On: Dec. 13, 2025 9:50am

Posted Dec. 11, 2025, set to expire Apr. 8, 2026

<b>Job Title</b>	TEMPORARY Senior Accounting Technician
<b>Department</b>	
<b>Institution</b>	State Center Community College District Fresno, California
<b>Date Posted</b>	Dec. 11, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff Part-Time/Temporary Staff
<b>Academic Field(s)</b>	Fiscal Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6780743">https://apptrkr.com/6780743</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**TEMPORARY Senior Accounting Technician**

**Salary:** \$32.12 - \$39.51 Hourly

**Location:** Reedley College, CA

**Job Type:** Temporary

**Division:** DO District Office

**Job Number:** 202500228 - T

**Closing:**

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### **General Purpose**

Under general supervision, performs a variety of highly responsible accounting support duties involving accounts payable and receivable and related paraprofessional accounting functions; and performs related duties as assigned.

### **Essential Duties & Responsibilities**

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.

- Reviews vendor invoices and forwards to the ordering department for confirmation of receipt; matches invoice, purchase order and receipting order to verify accuracy, completeness, validity and adherence to District policies and terms of contracts; identifies errors or inaccuracies and follows up with department or vendor to resolve problems such as billing for late fees and incorrect sales tax; requests withholding documents for non-California vendors; verifies mathematical calculations; verifies or assigns correct accounting codes and prepares documents for payment processing.
- Posts payment data to journals; compiles, verifies, reconciles, analyzes and summarizes information; enters data and prepares and processes billings, past due notices, invoices, warrants and stop payments.
- Reviews vendor statements to reconcile accounts; follows up with departments on the status of orders; responds to department/vendor inquiries on status of invoice payments; reviews computer-generated reports and makes necessary corrections; maintains records in compliance with District and governmental policies and regulations.
- Performs accounts receivable functions, including receiving, classifying and recording revenues and preparing journal entries to post revenue transactions; prepares and balances cash and credit card deposits; monitors daily cash balances held by the Fresno County Office of Education treasury; reconciles a variety of bank accounts including cash accounts held by the county treasury and in banks and investigates and resolves discrepancies; maintains desired balances for cash clearing accounts by transferring funds from banks to the County treasury; processes transactions for voided checks and prepares replacement checks for voids, ACH issues and late timesheets; audits the weekly accounts payable check run to monitor cash flow and record transactions in the financial system.
- At a college business office, reviews and approves accounts payable payments in accordance with established District policies and procedures; reconciles accounts receivable accounts with the general ledger; prepares correcting journal entries to resolve any discrepancies; performs

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bank reconciliations for co-curricular and campus accounts; reconciles all due to/from balances between district and campus accounts.

- At a college business office, utilizes District ERP systems to process and disburse to student accounts financial aid awards including Pell grants, loans, Cal Grant awards, FTIG grants and EOPS/CARE grants; performs queries to review each student account to determine outstanding balances and net award amounts against those balances; reconciles individual account balances to award amounts; prepares journal vouchers to issue aid checks and direct deposits or invoices students for balances due; prepares journal entries to records the receipt of ETF funds; assists students in establishing payment plans for balances due; reconciles financial aid accounts receivable balances to the general ledger; researches discrepancies and prepares journal entries to make corrections; assists students in understanding their account/award balances.
- Performs fiscal year-end tasks including setting up receivables accounts for outstanding revenue and preparing schedules for auditors; performs queries to determine credit balances that are eligible for write off and moves credits to District accounts; prepares and processes journal entries to carry forward MAA funds to new fiscal year.
- Prepares quarterly sales and use tax returns.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

### OTHER DUTIES

- At the District Office picks up and mails accounts payable checks following check runs; as back up to the Lead Accounting Technician, prints checks.
- Assists the District Police department in preparing deposits of parking fine collections; in accordance with state and county requirements, calculates and prepares check to Fresno and Madera Counties for their share of parking fine revenues.
- Provides backup for other department staff during absences and peak periods.
- Performs related duties as assigned.

### Employment Standards / Minimum Qualifications

#### KNOWLEDGE, SKILLS AND ABILITIES

*Knowledge of:*

- District policies, procedures and practices governing purchasing, accounts payable processing,

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cash management and receipting and related financial transactions.

- Paraprofessional accounting methods and practices and associated internal control policies and procedures.
- Business math.
- Methods and techniques of general ledger posting and reconciliation.
- Use and operation of applicable modules of the District's enterprise accounting and finance system.
- Federal Privacy Act regulations regarding the release of private employee and student information.
- Customer service practices and etiquette.
- Principles and practices of sound business communication including English usage, spelling, grammar and punctuation.
- Modern office practices, procedures and equipment including appropriate software applications.

### *Skills and Abilities to:*

- Make highly detailed comparisons, calculations and tabulations of financial data and review accounting and related documents accurately and rapidly.
- Carry out work independently, ensuring a high degree of accuracy.
- Organize, set priorities and exercise sound judgment within established guidelines.
- Interpret, apply and explain rules, regulations, policies and procedures and apply them in a variety of procedural situations.
- Operate a computer using spreadsheet and other standard business software; operate other standard office equipment.
- Maintain a variety of financial records and files.
- Maintain confidentiality of documents and records.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Exercise tact and diplomacy in dealing with sensitive issues and upset individuals.
- Establish and maintain effective working relationships with all those encountered in the course of work.

### **EDUCATION AND EXPERIENCE**

Graduation from high school or GED equivalent supplemented by college coursework in accounting,

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and at least four years of progressively responsible paraprofessional accounting or bookkeeping experience; or an equivalent combination of training and experience.

Completion of sixty college units including fifteen units in accounting OR an associate degree in accounting, business or a related field is desirable.

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

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

### **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### *Physical Demands*

While performing the duties of this class, employees are regularly required to sit; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate computers and standard office equipment; and reach with hands and arms. An employee is frequently required to stand and walk; and lift up to 10 pounds and occasionally up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### *Mental Demands*

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new information and skills; perform highly detailed work on multiple concurrent tasks; and interact with managers, employees, vendors and others encountered in the course of work.

### **WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions and the noise level is moderate.

The employee may be required to travel to locations other than assigned work site and to adjust to

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work schedule changes and requirements to work overtime.

**Assessment Process**

**Only the most qualified applicants will be invited to interview for the assignment.  
The current vacancy is at: Reedley College**

**To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/5165878/temporary-senior-accounting-technician>**

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**Contact Information**

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

**Contact**

N/A

State Center Community College District

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