SENIOR ACCOUNTING TECHNICIAN
Application Deadline: Wednesday, April 27, 2016 4:00 p.m.

POSITION DESCRIPTION
Under supervision, the Senior Accounting Technician provides support for the Budgeting & Fiscal Services and Accounting Services Offices; performs varied and increasingly responsible technical duties in the preparation, maintenance and review of district accounting, budgetary and fiscal records and reports.

RESPONSIBILITIES INCLUDE
Duties may include, but are not limited to:
• Receive and process budget transfers, expenditure transfers, labor requisitions and other types of fiscal transactions.
• Reconcile district bank accounts, revolving cash fund, distributed invoices, encumbrance and requisition entries.
• Prepare detailed spreadsheets to monitor financial account activity, and accounting forms.
• Prepare various complex reports on a regular basis (e.g. year-end accounts receivable invoices and billings, Independent Contractors report, warrant list, federal and state grants).
• Interacts with outside agencies and vendors.
• Generate checks, revolving cash reimbursements, special account billing/invoicing (e.g. to Foundation, Children’s Center, Bookstore, etc.) and 1099 tax forms and prepare sales/use tax.
• Maintain manual and electronic files and records (e.g. W-9 files, vendor setup and maintenance, grant proposals and guidelines, etc.).
• Establish and maintain budget number assignments and vendor lists.
• Assist in the development and preparation of the Associated Student Body (ASB) and Auxiliary Services (Cafeteria, Bookstore and Auxiliary Donation) budgets.
• Research and resolve discrepancies of financial information and/or documentation.
• Research state and federal laws and regulations for guidelines related to 1099 reporting, independent contractors, and sales/use tax.
• Respond to inquiries from a variety of sources.
• Perform arithmetical calculations.
• Provide support and assistance to Budgeting & Fiscal Services and Accounting Services.

MINIMUM QUALIFICATIONS
• Working in a related field with increasing responsibilities in accounting and auditing.
• One (1) year of full-time experience working in the area of accounting.
• Possession of a high school diploma or equivalent.
• Ability to:
  o Adapt to changing work priorities;
  o Remain attentive to detail;
  o Communicate with diverse groups on a variety of levels;
  o Establish and meet deadlines and schedules;
  o Set priorities and work with constant interruptions;
  o Work with detailed information/data and exercising sound judgment on departmental issues.
• Demonstrated skill in:
  o Operating standard office equipment;
  o Using pertinent software applications;
  o Performing accounting procedures;
  o Maintaining accurate records;
  o Researching and applying state/federal laws/regulations;
  o Gathering and compiling data from a number of sources;
  o Processing complex budgetary transactions, preparing various fiscal reports, and maintaining detailed records for large budgets.
• Knowledge of:
  o Accounting/bookkeeping principles, and pertinent computer software applications.

MEETING MINIMUM QUALIFICATIONS DOES NOT ASSURE THE CANDIDATE OF AN INTERVIEW. Applications will be evaluated taking into account the breadth and depth of relevant education, experience, skill, knowledge, and abilities.

DESIRABLE QUALIFICATIONS
• Advanced education, specifically in accounting is desired.

APPLICATION PROCESS
Applications must be filled out completely and in detail. The application package must include the following:
  • District Employment Application
  • Resume

Please do not include any additional documents not required in this section.

CONDITIONS OF EMPLOYMENT
This is a full-time, 12-month, classified bargaining unit position. Starting date: as soon as possible. Range 19 of the CSEA Salary Schedule, with a starting salary of Step A, $3,695/month; progresses over time to $5,199/month. Excellent benefit package. MUST ACHIEVE QUALIFYING SCORES ON TESTS ADMINISTERED BY THE DISTRICT. TESTING WILL CONSIST OF: BOOKKEEPING TEST. TESTING FOR THIS POSITION IS SCHEDULED FOR THURSDAY, APRIL 28, 2016 (ROOM BE-103) AT 1:00PM. ALL APPLICANTS WITH COMPLETE AND TIMELY APPLICATIONS WILL BE NOTIFIED IN WRITING OF THE DETAILS OF THEIR ASSIGNED TEST TIME. Previous passing test scores within one year will be applied and you will not need to retest. For more information regarding our testing, please visit the Testing Information page on our website: http://www.chaffey.edu/humres/testing_info.html

Chaffey Community College District is committed to equal employment opportunity.