ACCOUNTING TECHNICIAN II
Application deadline: Wednesday, December 16, 2015  4:00 P.M.

POSITION DESCRIPTION
Under the supervision of the Executive Director, Business Services, the Accounting Technician II performs responsible financial functions in support of accounts payable, accounts receivable, budgeting, and various subsidiary services. This position works independently to review, analyze, interpret, process, and monitor fiscal transactions.

RESPONSIBILITIES INCLUDE
Duties may include, but are not limited to:
- Reviews, analyzes, audits and/or processes various forms of documentation to support payment activity (e.g. purchase orders, labor requisitions, purchase requisitions, estimates, contracts, travel documents, invoices, quotes, receiving documents, etc.).
- Researches and resolves issues related to necessary documentation submitted for payment (e.g. invoice/purchase orders discrepancies, contracts, quotes, etc.).
- Processes and monitors various fiscal transactions (e.g. payment vouchers, purchase orders, requisitions, journal entries, budget and expenditure transfers, lost checks, travel payments, mileage claims etc.).
- Monitors, reviews and balances assigned financial accounts, categorical grant funding; the verification of account numbers and budgets transaction records, and disbursements.
- Prepares expenditure, salary and benefit projections in support of assigned grant programs.
- Reconciles financial statements, voucher registers, check registers, and purchase order and contract balance sheets.
- Processes, prints, and distributes warrants and manual checks.
- Assists in the year-end closing of financial records for district, bond, and categorical special programs.
- Creates, prepares, and maintains spreadsheets, reports, and files; prepares correspondence as appropriate.
- Interprets and applies established policies and procedures in the processing of fiscal transactions.
- Responds to inquiries from a variety of sources (e.g. vendors, staff, and students).
- Maintains manual and electronic files and records (e.g. warrant registers, cash flow, invoices, required financial reports, contract and payment files, etc.).
- Performs complex arithmetical calculations (e.g. calculate discounts, percentages for sales tax and contracts).
- Trains and coordinates work assignments performed by hourly/contract employees and students.
- Communicates frequently via phone and email with vendors, staff, and faculty to support payment processing.
- Assists department personnel as necessary.
- Performs related duties as required.

DISTRICT QUALIFICATIONS
- One (1) year of job related experience is required.
- High School diploma or equivalent.
- Knowledge in accounting/bookkeeping principles, and pertinent computer software applications; sales/use tax laws and regulations and 1099/W-9 guidelines.
- Demonstrated skill in operating standard office equipment, using pertinent software applications, performing standard bookkeeping, and processing and maintaining accurate records.
- Ability to adapt to changing work priorities; communicate with diverse groups; meet deadlines and schedules; set priorities; and work with detailed information/data.
- Clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

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, skills, knowledge and abilities.

DESIRABLE QUALIFICATIONS
- Two (2) years of increasingly responsible job related experience AND one (1) year of experience utilizing computer data collection and documentation system.
- Coursework in accounting.
APPLICATION PROCESS
Applications must be filled out completely and in detail. The application package must include a District application and a 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 12 of the CSEA Salary Schedule, with a starting salary of Step A, $3,109/month; progresses over time to $4,373/month. Excellent benefit package. Must achieve qualifying score on test to be administered by the college: Basic Math test. TESTING FOR THIS POSITION IS SCHEDULED FOR FRIDAY, DECEMBER 18, 2015 AT 8:00AM AND 2:00PM. PLEASE SCHEDULE AT THE TIME MATERIALS ARE SUBMITTED OR BY EMAILING MARY.WIXSON@CHAFFEY.EDU WITH THE TEST TIME YOU HAVE SELECTED. PLEASE ARRIVE BY THAT TIME IN ROOM WH-102 (WARGIN HALL). DUE TO THE HIGH VOLUME, EMAILS CANNOT BE RESPONDED TO, AND WE ARE UNABLE TO TAKE APPOINTMENTS BY PHONE. 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.shtm. THIS IS THE ONLY NOTIFICATION YOU WILL RECEIVE REGARDING THE TESTING.

Chaffey Community College District is committed to equal employment opportunity. 15-16/46CL