Employment Opportunity

Senior Accounting Specialist
Career Education & Economic Development - - CL13-49
(categorically-funded assignment)

The initial application deadline has been extended to Tuesday, December 10, 2013; however, applications will be accepted until the position is filled.

About the position:
The currently advertised full-time, categorically-funded assignment will perform duties for Career Education and Economic Development (CEED) at the Aptos college campus. A Senior Accounting Specialist eligibility pool may be established in order to fill other full, part-time or substitute assignments.

Examples of Duties:
Under general supervision of the Dean of Career Education & Economic Development or designee:
- Maintains and balances a full set of books and accounting, budgetary and financial records
- Maintains income, expenses and balance sheet accounts to accumulate and report accounting data for a complete financial cycle
- Provides information to the public or to College staff that requires the use of judgment and the interpretation of policies, rules or procedures
- Provides lead direction, training, guidance and work review for CEED staff or other specialized functions
- Receives, audits and compiles invoices, credit memos, purchasing documents and other financial documents; totals, classifies and posts to appropriate accounts and files; reviews for completeness, accuracy, proper authorization and for extensions and other charges
- Directs accounting function in proper processing of sales and cash operations
- Maintains accounts receivable files and requests payment by preparing and distributing invoices; produces and distributes receipts
- Posts and deposits department and District monies according to established policies and procedures
- Receives and matches invoice with purchase order, checks for completion and appropriate signatures, and verifies invoice totals; classifies and posts to accounts payable
- Prepares checks for signature
- Posts entries to general ledger, purchase journal, sales journal, cash receipts journal, disbursement journal
- Audits daily cash reports; classifies and posts cash sales to proper accounts; performs cash flow analysis
- Maintains records of daily bank balance and reconciles with monthly statements
- Prepares a variety of end-of-month, year-end and other periodic financial statements and reports
- Compiles, tabulates and assembles data to produce a variety of financial statements including trial balance, profit and loss statements, cost of sales and monthly and year-to-date comparative statements for sales, purchases and expenses
- Gathers, tabulates and prepares tax forms; processes monthly State sales tax checks; prepares and submits quarterly sales tax reports
- Closes journals and prepares financial statements associated with annual inventory
- Compiles and adjusts financial data as needed; recommends resolution of aged accounts
- Performs and totals journal entries, posts to general ledger and prepares adjusted financial statements
- Interacts with customers and vendors to resolve discrepancies and clarifies issues
- Performs a variety of general office support work such as organizing and maintaining various files, typing correspondence, reports, forms and specialized documents, and proofreads and checks materials for accuracy, completeness and compliance with procedures and regulations
- Enters and retrieves data from an on-line or personal computer system and uses such technology to produce reports
- Operates a variety of office equipment such as a typewriter, calculator, scanner and fax machine
- Performs related duties as required or assigned
Minimum Qualifications:
Graduation from high school supplemented by college-level accounting courses and three years increasingly responsible financial record keeping and accounting clerical experience.

Knowledge of:
- Accounting principles and practices including preparation of complex financial statements
- Tax laws and reporting requirements
- Applicable sections of state Education Code and other applicable laws
- Technical aspects of assigned program or function
- Standard office practices and procedures, including filing and the operation of office equipment including computers
- Financial and statistical recordkeeping techniques
- Principles of training and providing day-to-day work direction
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- District organization, operations, policies and objectives

Skill in and ability to:
- Perform technical accounting duties and maintain accounts, journals and ledgers related to assigned program operations
- Prepare financial statements in accordance with District policy and generally accepted accounting principles and practices
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Add, subtract, multiply and divide quickly and accurately
- Type with sufficient speed and accuracy to enter data into a computer database
- Work independently with little direction
- Plan and organize work and effectively meet schedules and timelines
- Analyze situations accurately and adopt an effective course of action
- Establish and maintain effective working relationships with those contacted in the course of work
- Instruct others in work procedures
- Accurately perform clerical duties such as typing and filing; maintain records and prepare reports and procedural documentation
- Operate standard office equipment including a computer terminal, calculator, scanner, and fax machine (e.g. data management systems utilizing spreadsheets, database, and web-based applications in order to create and maintain data)

Salary: *$3,480 to $3,836 per month to start; seven-step schedule to $4,663 per month. Full-time, categorically-funded assignment, 12 months per year; Monday through Friday, 8:00 a.m. – 5:00 p.m. Classified employees are required to join the Public Employees’ Retirement System (PERS) and as such contribute up to 7% of their monthly salary to PERS on a pre-tax basis. Assignment scheduled to begin as soon as possible, pending continued categorical funding and Governing Board ratification.

*Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, up to step three, in acknowledgement of an individual’s previous job-related experience or factors as may be determined upon submission of appropriate written documentation.

*Cabrillo College currently provides a benefit stipend contribution for medical, dental, life and long-term disability insurance for employees and eligible dependents.

Each employee hired into a classified position shall contribute to membership dues or service fee or charitable contribution at the current rate of gross salary per month.

How to Apply:
Application forms may be obtained through the Human Resources web site: [http://www.cabrillo.edu/services/hr/apps.html](http://www.cabrillo.edu/services/hr/apps.html)
OR at the office location noted below.

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
Phone: (831) 479-6217
OR FAX to: (831) 477-3545
**EACH APPLICANT MUST SUBMIT:**

   a) Completed and signed Cabrillo College classified employment application  
   b) Resume – job related  
   c) One to three recent letters of recommendation which address the candidate’s ability to perform the duties of this position  
   d) Criminal History Inquiry Supplemental to Application  
   e) Verification of educational qualifications (Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant.)
    
    • Transcripts from all colleges attended (copies are acceptable) or official proof of request for transcripts, to demonstrate the qualification re: college coursework listed in this announcement. If selected it is the responsibility of the candidate to provide official transcripts, diplomas, degrees, or other documents as may be requested.

**If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.**

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

**Selection Procedure:**

Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted. Performance exam(s) may be administered. An eligibility pool may be established.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

**Application Deadline:**

Initial application deadline is Tuesday, December 10, 2013. All complete applications received by this date will receive a full screening. However, applications will be accepted until the position is filled. **(E-mail transmissions will NOT be accepted.)**

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.