Description of Position

Under the direction of the Chief Accounting Officer, the Accounting Technician will prepare, develop, monitor and maintain all purchasing functions, financial statements and reports for the Business Office or District-wide reporting of accounts receivable and Auxiliary Funds.

Minimum Qualifications

Candidates may be tested to determine whether or not they possess the ability to:

• Make arithmetic calculations quickly and accurately.
• Use spreadsheet software.
• Perform double-entry ledger bookkeeping and demonstrate general accounting knowledge.
• Produce printed work and correct English, grammar, spelling and punctuation.

A testing date may be arranged for applicants.

Education and Experience:

Any combination equivalent to:

• graduation from high school and
• one year of college-level course work in accounting or related field and
• three years of experience in the preparation and maintenance of financial records and reports.

Representative Duties

• Prepare financial statements for assigned area of responsibility and other auxiliary functions assuring proper financial controls and practices are in conjunction with accepted accounting principles.
• Prepare or check warrants, invoices, requisitions, assigned payrolls, purchase orders and similar documents; distribute as appropriate.
• Provide a system for the proper collection and accountability of fees collected; verify funds and receipts and reconcile funds.
• Post, assemble, tabulate and reconcile a variety of financial and statistical data in the maintenance of assigned accounting functions; verify, balance and adjust assigned accounts.
• Reconcile account balances of bank statements for the District; prepare and deliver deposits; reconcile monthly statements from vendors to verify invoices billed have been received and submitted for payment.
• Audit invoices for expense claims; input and process for payment for auxiliary service accounts.
• Collect tuition, campus fees and other funds from students and staff; deposit funds and submit collection reports; collect, count and verify monies; prepare bank deposits; maintain records of cash transaction and receipts.
• Audit student registration refund claims; process checks for payment; prepare and submit reports of transactions.
• Maintain separate books and financial statements for various campus auxiliary funds; maintain journal accounts; balance, check and correct irregularities.
• Type a variety of materials, such as checks, purchase orders, requisitions and reports as required; operate a variety of office machines including calculator and check paymaster.
• Provide information to students, campus and District personnel regarding various records, accounts or fees including Associated Student Body, Trust and Community Services.
• Resolve problems and discrepancies related to assigned accounting functions; provide information and assistance regarding accounting related matters to employees, students, vendors and the public.
• Receive and record monies generated by campus organizations; assist in the sale and maintenance of tickets to campus events.
• Provide work direction and guidance to accounting clerical employees as assigned; assist in the overall direction of an assigned office.
• Process, prepare and file a variety of documents, forms, letters, credit memos, cash refunds and listings.
• Utilize the District’s integrated software in performing the required duties of the position.
• Perform related duties as assigned.

Conditions of Employment

• Salary is at Range 32 AA ($17.25 hourly / $2,990 monthly).
• Minimum 5% increase if promoted.
• 10–working month probationary period.
• Union membership upon employment.
• PERS Retirement.
• Medical/dental/vision insurance program for employee and dependents.
• Employee life insurance ($100,000) is provided.

Screening Procedure

Only complete application packages will be evaluated by a qualified screening committee as soon as possible after the closing date. Meeting the minimum qualifications does not assure the candidate an interview. Application materials will be screened to determine the extent to which they meet the Representative Duties. A selected group of candidates will be invited for oral interviews. After initial interviews, finalists may be asked to return for a second interview. All costs incurred as a result of the application/selection process shall be borne by the candidate.

Application Procedure

Applicants must submit the following materials which must be received by Human Resource Services on or before the application deadline, November 24, 2015 / 4:30 a.m.

• Completed COS classified application form
• Letter of interest addressing your interest in this position and the representative duties
• Resume
• Copies of transcripts. Officials required upon employment.

Send to:

Julie Carroll
Human Resource Services
(559) 737-6237
Position 5133-c-03-15
College of the Sequoias
915 S. Mooney Blvd.
Sequoia Building, Room 5
Visalia, CA 93277-2234

Notice to all candidates for employment

"College of the Sequoias Community College District is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, creed, color, national origin, sex, gender, sexual orientation, age, religion, mental or physical disability, medical condition, genetic information, marital status, military service, or any other basis protected by law."

"College of the Sequoias Community College District provides reasonable accommodations to qualified applicants with disabilities. If you need a reasonable accommodation for any part of the job application and hiring process, please contact a representative from Human Resources at (559) 730-3867 to request a reasonable accommodation."