COLLEGE of the CANYONS

SANTA CLARITA COMMUNITY COLLEGE DISTRICT

announces an employment opportunity for

Accountant – Business Services

A Full-Time Classified Represented Position

Review Date: June 15, 2016

Position Number: CLA15-173

POSITION DESCRIPTION:
Under the supervision of the Associate Vice President, Business Services, the Accountant performs highly technical and complex duties in support of finance/accounting functions, grant and categorical functions and budget development functions. Prepares accounting information accurately, in a timely fashion and in accordance with generally accepted Federal, State, County and District accounting requirements, regulations, and practices. Supports the Associate Vice President by reviewing, maintaining, reconciling and preparing financial reports and supports the year-end close and audit functions. Supports the Director, Grant and Categorical Accounting by performing a variety of duties related to Federal, State and Local grants and State categorical funding. Performs various duties in support of the development and maintenance of the District’s Tentative and Adopted Budgets for all funds. Performs other related duties as assigned.

ESSENTIAL DUTIES:
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.

1. Supports the Controller by reviewing, maintaining, reconciling and preparing financial reports on a full range of general ledger accounts and funds for the district, including auxiliary and related District organization funds and accounts and supports the year-end close and audit functions by preparing the necessary reports.

2. Assists with a wide variety of grant and categorical accounting and compliance functions including but not limited to, monitoring daily check uploads to identify federal program expenditures and verify the vendors’ eligibility to receive Federal funding in the System for Award Management (SAM), preparing and coordinating time and effort reporting (time studies) monthly for Federal grants, preparing and updating equipment inventory listings for federally funded items, preparing invoicing to prime grant recipients for subaward activity, and preparing progress reporting as required. Assists with grant closeout, including processing indirect support transfers, deferred revenue, and accruals.

3. Executes and reconciles the payroll feed process which uploads payroll data from LA County Office of Education to the Datatel system. Uploads the Labor Distribution system with data provided by LA County Office of Education.

4. Assists with a wide variety of Budget Development and related functions including but not limited to processing budget transfers, verifying budget accounts and funding on all college assistant and adult hourly hiring forms, preparing notices to campus departments regarding overdraft accounts, budget data input, generating and reconciling budget reports, identifying and analyzing variances between versions of the budget, and assisting with data input and analysis related to the Access Databases for Position Control and Salary History.

5. Assists with the preparation of PowerPoint presentations including the Tentative and Adopted Budget presentations.

6. Prepares and analyzes a variety of financial statements for all district funds, as well as auxiliary and related District organizations. Prepares materials for District/auxiliary/related District organizations interim and final annual audits.

7. Supports the Director, Grant and Categorical Accounting by performing a variety of duties related to Federal, State and Local grants and State categorical funding and prepares materials for auditors and participates in various desk audits and on-site visits.

8. Performs complex analysis and reconciliation and prepares monthly analytical reports such as cash flow and budget variance analysis.

9. Analyzes data and develops special reports and projects to inform current Business issues, such as cost benefit analysis or historical cost trends. Interfaces with Executive Cabinet members and District Chancellor while developing data for their use.
10. Composes Board Agenda Items and related back up using Board Docs software, Excel, and Word. Prepares correspondence and memos as required. Assists Associate Vice President with meeting scheduling through Outlook.

11. Prepares meeting agendas, minutes, and meeting materials for various committees and meetings, including PAC-B.

12. Attends a variety of campus meetings as assigned; participates on District committees, as assigned. Participates in professional development opportunities such as the Leadership Education in Action Program (LEAP).

13. Performs other related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**Position requires knowledge of:**

- Generally accepted accounting principles, practices, and procedures applicable to community college districts.
- School accounting and fiscal practices and procedures.
- Methods, practices and terminology used in accounting and computerized accounting systems.
- Budgeting processes applicable to community college districts.
- Oral and written communication skills.
- Applicable laws, codes, regulations, policies, and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Computer software applications including spreadsheet, database, and word processing programs. Proficiency with Microsoft Access, Power Point, Excel, and Word.

**Position requires ability to:**

- Perform responsible accounting work requiring the use of independent judgment, minimal oversight, complex problem solving skills, initiative and the application of complex accounting procedures and systems.
- Learn, interpret, explain, and apply legal mandates, policies, regulations, and guidelines and operational procedure.
- Coordinate, organize, schedule and perform responsible and complex accounting procedures within governmental compliance constraints and laws.
- Work effectively and demonstrate currency of knowledge with computers and other forms of advanced technology utilized in providing high quality services.
- Understand and carry out oral and written directions.
- Establish and maintain effective interpersonal working relationships.
- Type with speed and accuracy using word-processing, spreadsheet and other business-related software, prepare correspondence and reports, and perform filing tasks.
- Perform calculations on a ten-key calculator keypad by touch.
- Show willingness to participate in cross-training activities. Ability to learn quickly and retain new information.
- Plan and organize work in order to meet schedules and timelines.
- Demonstrate clear evidence of a sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and community.
- Apply knowledge of modern office practices and equipment including automated word processing, record management and filing systems.
- Establish and maintain comprehensive and accurate files and records, prepare concise and complete reports as required.
- Communicate effectively, both orally and in writing.
- Prepare correspondence and reports.

**MINIMUM REQUIREMENTS:**

**Experience:**

Equivalent to three (3) years of full-time equivalent accounting or finance experience. Position requires proficient use of Microsoft Excel, Word, and PowerPoint.

**Education:**

Education equivalent to an Associate’s degree (60 semester units) from an accredited college or university.

**Desirable Qualifications:**

- Associate’s and/or Bachelor’s degree in finance, accounting, business administration, or a related field.
- Previous experience working in an educational institution.
- Knowledge of an administrative computer information management system (preferably Datatel).
- Experience preparing financial reports.
- Experience with auditing, monitoring, posting and reconciling general ledger accounts.

**SALARY PLACEMENT:**

Salary placement will be on Range 36 of Classified Represented Salary Schedule B ($4,528 - $7,078 per month). Initial salary step placement for new employees is customarily at step 1, 2, or 3 ($4,528 / $4,809 / $5,074 per month) of this 11-step salary range; step advancement is yearly up to step 7; with advancement to step 8 after two years at step 7. Employee must spend at least two years at Step 8 before moving to Step 9; three years at Step 9 before moving to Step 10; and four years at Step 10 before moving to Step 11.

**Probationary period** for new Classified employees is one year. **Work year** is 12 calendar months. The normal workweek for this position is 40 hours. Paid holiday, discretionary, and sick time are provided. Ten vacation days accrue during the first year of employment. A regular work schedule will be assigned, with the ability to occasionally work a flexible schedule as needed. A Classified employee is required to either become a dues paying member of the Classified School Employees Association (CSEA) Chapter, or pay a service fee.

**PHYSICAL CHARACTERISTICS:**

Position requires sitting and viewing a computer monitor for extended periods of time; dexterity of hands and fingers to operate a typewriter and computer keyboard; reaching, bending, and stooping; frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects; hearing and speaking to communicate and provide information to others; vision to read printed material and computer monitor.

**DISTRICT CLASSIFIED EMPLOYEE BENEFITS:**

Full-time employees are provided with a diversified program that includes medical, dental and vision insurance including dependent coverage, disability and life insurance as well as Section 125 options. These benefits commence on the first of the month following date of hire. Professional development opportunities are provided to all employees. Educational incentive is available to eligible Classified Represented and Confidential employees.

**RETIREMENT:** Classified employees contribute to the Public Employees’ Retirement System (PERS), a defined benefit retirement plan through the State of California. Various additional benefit options are available to retired employees.
CONDITIONS OF EMPLOYMENT:
Successful completion of background fingerprint clearance, pre-employment physical examination (disabilities not related to the physical job will not affect the application process) and TB screening. Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109. Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member. Board of Trustees approval. Official, sealed transcripts are required upon offer of employment.

OTHER POSITION SPECIFIC CONDITIONS:
Due to the nature of the workload cycle in the department, use of vacation and discretionary days will be limited each year from July 1 through August 31 due to fiscal year end close activities. Use of vacation and discretionary days will also be limited during fiscal audit periods. Prior approval of vacation and discretionary days is required. The normal hours of work for this 12 month Classified Represented position will be 8:00am to 5:00pm, Monday through Friday, and overtime may be required during peak periods.

Due to the integrated nature of this job, a modified work schedule with one day off per week will not be allowed.

EQUAL EMPLOYMENT OPPORTUNITY:
The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources office directly at (661) 362-3427.

ABOUT THE DISTRICT
Innovative. Collaborative. Entrepreneurial. These characteristics not only define College of the Canyons, but also mark the faculty, staff, and administrators who make this college one of the most unique among the 113 California Community Colleges. Established in 1969, College of the Canyons is among the fastest growing community colleges in the nation. It is widely recognized as a model community college for enhancing student access, success, and equity. In fact, its completion rates rank among the highest in the state. The college has also established a well-deserved reputation for bolstering economic development, and offering innovative career technical education responsive to industry needs.

Guided by visionary leadership, College of the Canyons serves the dynamic, growing Santa Clarita Valley and surrounding regions within a 367-square-mile area of northern Los Angeles County. A steady infusion of new residents and businesses creates a spirit of possibilities that inspires the college to be flexible, creative, and attuned to the evolving needs of the community. The growing diversity of the community is mirrored by the college, which qualifies as a Latino-serving institution.

The college’s influence in the community is best illustrated in the dozens of collaborative partnerships it has forged with local school districts, regional government entities, and service organizations. Thousands of children visit the college’s Performing Arts Center annually thanks to the K-12 Arts Education Outreach initiative. Together, the City of Santa Clarita and the college operate the WorkSource Center to bring job seekers together with employers. And, Academy of the Canyons, an early/middle college high school that is ranked among the top 10 percent of high schools in the nation, is housed on our Valencia Campus.

College of the Canyons is housed on two campuses – Valencia and Canyon Country. It features 62 degree and 71 certificate programs, along with 19 associate degree for transfer (AD-T) options. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. In addition, the University Center located on the Valencia Campus offers approximately 40 certificates and credentials, along with bachelor’s and master’s degrees, from partnering four-year colleges and universities.

Because of the college’s commitment to meeting the needs of the community, local voters have approved two bond measures valued at more than $240 million since 2001. The college also secures substantial funds from the state, and millions of dollars in grants each year that allow new, cutting-edge programs to be developed and facilities to be built to accommodate them. The college is designated as a Hispanic Serving Institution.

Given its commitment to growth and innovation, College of the Canyons sets a new standard for what a college can achieve. It is a vital cultural, educational and economic force in the region. Join us here, and you will discover unexpected opportunities, the freedom to innovate, and a chance to shape the future.
APPLICATION AND SELECTION PROCESS:
Applicants are encouraged to complete their applications online. Please visit our website at: www.canyons.edu/offices/humanresources. If you require assistance, please call the Human Resources office at (661)362-3427 or our TTY Line at (661)362-5178. Applicants may check the status of their application online and may expect to be notified within approximately 4 - 5 weeks following the Review Date as to the status of their application.

All application materials must be uploaded online or received in the Human Resources office by the end of the day on the review date in order to assure consideration for this position. Postmark is not acceptable for this purpose. Separate application materials must be submitted for each position applied for. Materials submitted become property of the District and will not be returned, copied, or considered for other openings. The Human Resources office is located in the University Center, Suite 360 at 26455 Rockwell Canyon Road, Santa Clarita, CA, 91355.

The following application materials are required for your application to be complete:
• Online District CLASSIFIED Application
• Detailed resume, which includes monthly/year dates of employment and descriptions of responsibilities at each employer.
• Letter of interest (cover letter). In your letter, please address your qualifications and experience as they pertain to the job duties and the abilities section of this announcement.
• Copies of complete and legible college transcripts clearly indicating all college units earned and any degree awarded. You can submit unofficial copies of transcripts for application purposes. Copies of diplomas are not acceptable in lieu of college transcripts. Official, sealed transcripts are required upon offer of employment. Please see our website for the requirements for evaluation of transcripts from foreign colleges or universities.
• Supplemental Questionnaire. Please answer the following questions as part of your application packet.

1. Do you possess education equivalent to an Associate’s degree or higher from an accredited college or university? (yes/no) If yes, please provide a legible copy of your college/university transcript in your application packet. Copies of diplomas are not acceptable in lieu of college transcripts. If no, you do not meet this position’s minimum qualifications.

2. Please describe your accounting and/or finance experience. Include employer name(s), position title(s), dates of employment, full-time or part-time status (hours per week), your roles and responsibilities. Please provide your total years of full-time equivalent experience in this field.

3. Please describe your experience working with MS Office Suite, including Microsoft Word, Excel, Access, PowerPoint and Outlook (e-mail). Please provide examples of how you have used each program in the workplace.

4. Please describe your experience working with an administrative software program (such as Banner, Datatel, or PeopleSoft) or a proprietary system.

5. Please describe the types of financial reconciliations you have prepared in the past, and provide details on how you approach completing a complex reconciliation.

6. Please describe the financial reports you have prepared and their purpose.

7. Do you have experience supporting an accounting fiscal year-end close? Describe your knowledge in this area, including what accruals you have prepared.

8. Describe your experience preparing for and working with external auditors.

9. Describe any experience you have with budget development or budget monitoring.

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10. Do you have any educational institution experience? If yes, describe the positions you held and what your main responsibilities were.

11. Why do you want to work in this staff position at College of the Canyons?
   • Letters of Reference are optional.

Please note:
• Skills evaluation of candidates for interview may be required.
• Travel and relocation expenses are the responsibility of the applicant.
• Hiring committees review all complete, qualified application packets. Possession of the minimum qualifications does not guarantee an interview.
• “Experience” generally refers to relevant paid experience. In some instances, unpaid experience may be counted as experience towards meeting the minimum qualifications or requirements for the position only if it entailed responsibilities substantially similar to those of relevant paid positions in the field. It is the applicant’s responsibility to provide sufficient information and details to the Human Resources office at the time of submission of their application packet. Details should include the organization, contact name and contact information, start and end dates, hours per week, and a list of relevant unpaid/volunteer duties or responsibilities performed. Not all unpaid experience may qualify. Upon offer of employment, an applicant will be required to obtain written verification(s) of any relevant unpaid/volunteer experience.
• Applicants are encouraged to apply online. If you need assistance with the application process, contact:

Human Resources Office
(661) 362-3427
TTY/TDD (661) 362-5178 or visit our website at www.canyons.edu/offices/humanresources

It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All materials submitted are for this position only and become the property of the District. Materials will not be returned, copied or considered for other openings. Resumes may not be submitted in lieu of the official application form.

The College is expecting to conduct initial interviews between the weeks of July 11, 2016 and July 18, 2016 and conduct final interviews between the weeks July 18, 2016 and July 25, 2016. This is an estimated timeline, and is subject to change.

Positions are offered contingent on funding. We reserve the right to withdraw, extend the filing date, reopen, or delay filling this position. Recruitment may continue until the position is filled.

COLLEGE OF THE CANYONS
26455 Rockwell Canyon Road, Santa Clarita, CA 91355
www.canyons.edu

Redefining Community College Since 1969