Position Number: CLA14-105

POSITION DESCRIPTION:
Under the supervision of the Deputy Chancellor, performs a variety of administrative and accounting tasks involving the allocation and disbursement of funds as required by program and grant guidelines. Prepares budget reports and performs account reconciliations, analysis, and adjustments. Provides clerical and administrative support to the Initiative, including support for meetings. 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. Provides clerical support for the Institutional Effectiveness Initiative and serves as administrative aide to Deputy Chancellor and relieves administrator of substantial amount of clerical detail and administrative matters of a routine nature; provides clerical support to other Initiative staff.

2. Performs routine office tasks including greeting visitors, initiating contacts, answering telephones, screening calls, taking messages, maintaining calendar(s), scheduling appointments, meetings and conferences, maintaining an accurate and functional filing system, distributing incoming and outgoing mail.

3. Prepares, updates, and assembles correspondences, reports, forms, tables, lists, spreadsheets, procedure manuals, and other forms of communication independently or in accordance with general instructions concerning a wide range of subjects requiring a thorough knowledge of policies, regulations, and operational procedures. Proofreads and edits documents for accuracy, completeness and conformity to established formats.

4. Attends meetings and takes/transcribes minutes and/or notes as necessary.

5. Makes all travel arrangements for Initiative staff as requested. Prepares, tracks, and provides oversight for travel authorizations, advances, and reimbursements and other district related forms. Coordinates travel reimbursements for project participants.

6. Under the direction of the Deputy Chancellor, serves as primary budget liaison for the Institutional Effectiveness Initiative. Provides technical support for the Initiative’s budget allocations, revenues, and expenditures.

7. Reviews audit rules and works with administrator and appropriate Business Services managers and staff in maintaining grant accounting records that reflect current guidelines. Ensures compliance with budgetary reporting requirements.

8. Advises staff and public regarding District accounting policies and procedures to facilitate compliance. Conducts research, recommends, and applies accounting policies and procedures to be used project-wide for ensuring accurate and timely documentation of expenses and deliverables.
9. Assists in the coordination of activities among the college and partners, monitoring expenditures, and tracking program components. Coordinates payments and fiscal related forms for initiative partners and participants, including but not limited to, Executive Committee members, Project Coordinator, Advisory Committee members, and Subject Matter Expert Teams.

10. Performs a variety of accounting tasks involving the allocation and disbursement of funds as required by programs and grants guidelines. Audits, monitors, and reconciles all budget activities, ensuring that expenditures do not exceed the established budget. Reviews budget in order to prepare periodic reports and recommendations for budget projections and adjustments as necessary.

11. Assists in the preparation of grant documents to ensure that grant budgets and reports have been compiled and sent in a timely manner. Compiles and coordinates grant finances and statements, including the coordination of grant audits. Coordinates the completion of year-end fiscal closing of actual revenues, transfers, and expenses.

12. Maintains a salary budgeting tracking system for all part-time and full-time Initiative employees, including the preparation of necessary Fiscal Services, Human Resources, and Payroll related documents. Maintains comprehensive records on personal and professional service agreements in order to comply with applicable laws and requirements.

13. Maintains a secure system of accurate and confidential accounting records on grant expenses in order to comply with state laws for audit purposes and other applicable laws and requirements with regard to expenditures, tracking, and reporting. Coordinates the compliance of district auditor requests and meets with auditors, as needed.

14. Oversees, receives, and balances cash receipt transactions; responsible for following appropriate cash handling and management procedures.

15. Orders supplies, monitors office supply inventory to facilitate timely processing of daily work and special projects.

16. Obtains new vendor forms as needed, creates purchase requisitions, and tracks purchase order issuance on administrative computer information management system (Datatel). Verifies invoices for accuracy and obtains approval for payment.

17. Organizes the clerical functions of the office in anticipation of needs and deadlines. Provides work direction to short-term (hourly) and/or college assistants, as directed.

18. Performs other related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**Position requires knowledge of:**

- Methods, practices and terminology used in accounting and computerized accounting systems.
- Oral and written communication skills. Application of proper grammar, spelling and punctuation.
- Recordkeeping techniques.
- Applicable laws, codes, regulations, policies, and procedures relating to grant funding.
- Interpersonal skills using tact, patience, and courtesy.
- Microsoft Office Suite software (Excel, Word, Outlook, and PowerPoint) and other business-related software.

**Position requires ability to:**

- Learn, interpret and apply legal mandates, policies, regulations, and guidelines and operational procedure.
- Apply knowledge of modern office practices and equipment, including automated word processing, record management and filing systems, receptionist and telephone techniques, correspondence development, and report writing.
- Demonstrate excellent customer service skills and ability to multi-task in a high stress, team-oriented environment.
- Establish and maintain a variety of comprehensive and accurate files and records, prepare concise and complete reports as required.
- Coordinate, organize, schedule and perform responsible and complex accounting procedures requiring the use of independent judgment, initiative and application of accounting procedures and systems within governmental compliance constraints and laws.
- Work independently, assume responsibility, and use professional judgment based on established guidelines and procedures.
- Type with speed and accuracy; make arithmetical calculations in like manner.
- Work effectively and demonstrate currency of knowledge with computers and other forms of advanced technology utilized in providing high quality services.
- Communicate effectively and accurately orally and in writing.
- Understand and carry out oral and written directions.
- Compile and prepare, including editing, a variety of accurate and comprehensive documents.
- Establish and maintain cooperative working relationships with students, faculty, staff, temporary employees, and others connected in the performance of duties.
- Perform calculations on a ten-key calculator keypad by touch.
- Perform repetitive work, or continuously perform the same work with accuracy and efficiency.
- Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and community.

**MINIMUM REQUIREMENTS:**

**Experience:** Three (3) years of full-time administrative support experience, including experience with financial record management and reporting. Requires a working knowledge of Microsoft Excel, Word, and PowerPoint. Accounting, financial record monitoring, and reporting as well as administrative support experience with grant budgets in an educational institution or public sector, or other governmental agency is desirable.

**Education:** Education equivalent to an Associate’s degree (60 semester units) is required. Two additional years of administrative or financial record management experience in addition to that identified above may be substituted for each year (30 semester units) of the educational requirement.
DESIRABLE QUALIFICATIONS:
- Associate’s degree;
- Additional years of experience with grant accounting, financial record management, and reporting in a community college or other post-secondary educational institution;
- Previous experience performing administrative support duties in a community college or other post-secondary educational institution;
- Previous experience working with advanced technology and advance use of computer applications such as MS Office Suite which includes Word, Excel, Outlook, PowerPoint and Access;
- Previous experience working with an administrative computer information management system, preferably Datatel.

SALARY PLACEMENT:
Salary placement will be on Range 30 of Classified Represented Salary Schedule B ($4,126 - $6,419 per month). Initial salary step placement for new employees is customarily at step 1, 2, or 3 ($4,126/$4,376/$4,617) 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 plus frequent periods of standing and walking, which may include climbing staircases; dexterity of hands and fingers to operate a computer keyboard and related equipment; stooping, kneeling, crouching, crawling, twisting/turning, bending at the waist, and reaching in awkward positions; 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; handling and working with various materials and objects; intermittent exposure to impatient, angry, and/or verbally aggressive individuals; and travel from site-to-site.

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.

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:
College of the Canyons is a California community college that serves the dynamic, growing Santa Clarita Valley and surrounding regions within a 367-square-mile area of northern Los Angeles County. The college opened with 735 students in 1969 and now serves over 19,000 students per semester on two campuses – in Valencia and Canyon Country – under the umbrella of the Santa Clarita Community College District.

College of the Canyons offers 74 degree and 84 certificate programs, and is focused on staying ahead of the technology curve both operationally and academically. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. With accessible, enriching education that provides a wide variety of associate degree and certificate programs, College of the Canyons prepares students for transfer to four-year colleges and universities, offers a variety of life-long learning opportunities for community members, and provides employee training programs for business and industry. The 2014-15 academic year marks the 45th year of the college’s service to Santa Clarita Valley communities.

The local community has been historically and enthusiastically supportive of its local college, having approved two bond measures valued at more than $220 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 boasts clean, modern facilities, a capable and enthusiastic staff, innovative programs and high-tech solutions. It is, quite simply, a vital cultural, educational and economic force in the region. Those who are involved with the college discover unlimited opportunities. They can be innovative and entrepreneurial, and they can set the stage for things to come.
APPLICATION AND SELECTION PROCESS

Applicants are encouraged to complete their applications online at www.canyons.edu/Offices/HumanResources. If you require assistance, please call the Human Resources office at (661)362-3427 or for the hearing impaired TTY/TDD Line at (661)362-5178. Applicants may check the status of their application online and may expect to be notified within approximately 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.

Your application is not complete until the following required materials have been uploaded online or received by the Human Resources office:

- District CLASSIFIED Application.
- Detailed resume, which includes month/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, the demonstrated knowledge, and the abilities section of this announcement.
- Copies of complete and legible college transcripts clearly indicating all college units earned and any degree awarded. Submit unofficial copies of transcripts for application purposes. Copies of diplomas are not acceptable in lieu of college transcripts. 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 (60 semester units) from an accredited institution? (yes/no) Please provide legible copies of your college/university transcript in your application packet. Copies of diplomas are not acceptable in lieu of college transcripts.

2. Please describe your previous administrative support experience, including experience with financial record management and reporting. Please include employer names(s), position title(s), dates of employment, full-time or part-time status (hours per week), your roles and responsibilities for each position. Please provide your total years of full-time equivalent experience in this field.

3. Cite specific examples, describing your experience utilizing MS Office Suite (including Word, Excel, and PowerPoint). Also include any experience you may have utilizing Outlook, Access, and any other computer software programs.

4. Describe your experience working with an administrative database (such as Banner, Datatel, or PeopleSoft) or a proprietary system.

5. Describe any work experience you may have working in a community college or other post-secondary educational institution.

6. Why do you want to work as a staff member at College of the Canyons?

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