
YUBA COMMUNITY COLLEGE DISTRICT

Human Resources Development and Personnel Services

Building 100A, Room 21

2088 North Beale Road, Marysville, CA 95901

TTY: (hearing impaired): (530) 634-7760

Visit our Web Site at: www.yccd.edu

CLASSIFIED RECRUITMENT

CATEGORICALLY FUNDED – POSITION CONTINGENT UPON CONTINUED FUNDING AND BOARD APPROVAL

POSITION: ACCOUNTING ASSISTANT - .59 FTE – 23.6 HRS/WK – 12 MTHS.
DEPARTMENT: MATRICULATION
FINAL FILING DATE: WEDNESDAY, JUNE 25, 2008 BY 12:00 NOON. (POSTMARKS ARE NOT ACCEPTED)
LOCATION: *SCHEDULED TO BE ASSIGNED TO: YUBA COLLEGE
SALARY: \$1458 - \$1597/MO. (CSEA Salary Schedule, initial placement will not be higher than the above listed salary, the top step for this position is \$2015/MO.)
COMMENCING: As Soon As Possible

BASIC FUNCTION: Under the direction of the Director of Fiscal Services or other assigned supervisor, perform a variety of clerical duties in the preparation, checking and maintenance of accounting records, support documents and financial and statistical reports within clearly established accounting systems and procedures such as the maintenance of a complete set of minor accounts or a segment of a larger system.

DISTINGUISHING CHARACTERISTICS: The Accounting Assistant classification performs accounting clerical duties in support of other accounting functions. Incumbents may also perform accounting-related functions for academic departments which require special reporting and monitoring for grants or special programs. Incumbents assigned to the classification of Accounting Technician perform more complex accounting duties and exercise independent judgment over an established accounting function such as accounts payable and payroll. The Senior Accounting Technician classification is assigned accounting work which requires knowledge which is deeper in terms of technical application of accounting and accounting control principles. Senior Accounting Technician incumbents operate with more freedom to act and are typically assigned complete responsibility for specific complex accounting functions.

REPRESENTATIVE DUTIES:

- Assemble, match, sort, tabulate, check and file financial statistical data. (E)
- Maintain statistical records and process documents involved in financial transactions. (E)
- Post, balance and adjust accounts; prepare monthly summaries by account number. (E)
- Operate a variety of office machines including computer, calculator and typewriter. (E)
- Assemble financial and statistical data for various reports form files and records. (E)
- Maintain a variety of records, reports, documents and files. (E)
- Provide information to students and staff concerning financial records and transactions. (E)
- Assure that District procedures and Board policies are adhered to at all times.
- Assist other accounting clerical personnel in support of the maintenance of more complex accounts.
- Assist in other clerical support of assigned office including typing and office receptionist work.
- Compile and prepare reports of accounting and statistical data.
- Assist in cashiering functions relating to students on a variety of payments.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Oral and written communication skills.
- Applicable sections of the State Education Code and other applicable laws.
- Technical aspects of field of specialty.
- Basic accounting practices and procedures.
- Use of data processing terminals.
- Software used in fiscal functions.
- District organization, operations, policies and objectives.
- Modern office practices, procedures and equipment.

ABILITY TO:

- Apply bookkeeping principles to the maintenance of routine fiscal and accounting records.
- Operate a computer and fiscal software.
- Make arithmetic computations with speed and accuracy.
- Operate standard office machines such as calculators and computers.
- Learn office policies, rules and practices.
- Understand and follow oral and written instructions.
- Type at 45 words net per minute from clear copy.
- Prepare data processing input documents rapidly and accurately.

- Meet schedules and time lines.
- Work cooperatively with others.
- Maintain records and prepare reports.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school supplemented by course work in bookkeeping, one year of experience involving financial record-keeping and training in computer-related accounting/spreadsheet programs.

ENVIRONMENT:

- Office environment.

PHYSICAL ABILITIES:

- Sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.
- Dexterity of hands and fingers to operate a computer terminal, typewriter and standard office equipment.
- Reaching overhead, above the shoulders and horizontally to retrieve files.
- Bending at the waist to maintain files.
- Hearing and speaking to exchange information on the telephone or in person.
- Seeing to assure entries are recorded accurately.

HAZARDS:

- Extended viewing of computer monitor.

REQUIRED DUTIES:

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

*** This position is anticipated to be assigned to Yuba College but may be assigned temporarily or permanently within the District.**

IF YOU NEED REASONABLE ACCOMMODATION TO APPLY FOR THIS POSITION, please contact the Personnel Office at (530) 741-6975 OR TTY (530) 634-7760. Leave your name, mailing address, and a daytime telephone number and application materials will be mailed to you.

WORKING CONDITIONS: Categorically funded positions are contingent upon funding. Smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.

INTERVIEW: A candidate selected for interview will be required to visit Yuba College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

FOREIGN TRANSCRIPTS: Must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service.

PRE-EMPLOYMENT REQUIREMENTS: All Academic, Classified and Management employees shall be required to provide fingerprints to the District for the purpose of obtaining a criminal history as authorized by the California Education Code and all fees are the responsibility of the selected candidates.

EQUAL EMPLOYMENT: Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.

PART-TIME (less than .60 FTE): Part-time positions less than .60 FTE are not entitled to any District paid fringe benefits. The District does however; provide the employee prorated leaves including vacation, sick leave and paid holidays. Employees less than .50 FTE contribute to an Alternative Retirement System (Apple). Employees whose FTE is between .50 and .60 contribute to the California Public Employees Retirement System (PERS).

BENEFITS: The District provides health, dental, vision and life insurance for employee and dependents for positions whose FTE is .60 or higher. The District and the employee contribute to the Public Employees' Retirement System, which is integrated with Social Security. **INITIAL PLACEMENT WILL NOT BE HIGHER THAN THE LISTED SALARY, STEP 3 OF THE CSEA SALARY SCHEDULE, ACCORDING TO THE CLASSIFIED POLICY AND PROCEDURES HANDBOOK.**

APPLICATION PROCEDURE & DEADLINE: A District Classified application and the Diversity Statement are required. The application is available at the Human Resources Office, 2088 North Beale Road, Building 100A, Room 21, Marysville, CA 95901 OR TTY (530) 634-7760 OR visit our Web Site: www.yccd.edu. It is the responsibility of the applicant to insure that all application materials are received in the Personnel Office by **WEDNESDAY, JUNE 25, 2008 BY 12:00 NOON.**

It is the sole responsibility of the applicant to ensure that all application materials are received by the application deadline date. All submitted materials become District property, will not be returned, will not be copied and will be considered for this opening only. Faxed, emailed or incomplete and/or late applications will not be forwarded for further consideration.

PLEASE NOTE: OUR OFFICE IS NO LONGER SENDING OUT APPLICATION PACKETS. WE ARE NO LONGER ACCEPTING ANY FAXED NOR EMAILED MATERIALS – (APPLICATIONS, RESUMES, ETC.)

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