
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

POSITION: ACCOUNTING TECHNICIAN
DEPARTMENT: ACCOUNTS PAYABLE
FINAL FILING DATE: FRIDAY, SEPTEMBER 12, 2008 BY 12:00 NOON. (POSTMARKS ARE NOT ACCEPTED)
LOCATION: *SCHEDULED TO BE ASSIGNED TO: YUBA COLLEGE
SALARY: \$2901 - \$3184/MO. (CSEA Salary Schedule, initial placement will not be higher than the above listed salary, the top step for this position is \$4029/MO.)
COMMENCING: As Soon As Possible

BASIC FUNCTION: Under the direction of the appropriate Business Services supervisor, perform technical and complex accounting clerical work involving financial and statistical record-keeping in an assigned area such as accounts payable, accounts receivable and payroll; assure the timely preparation and distribution of financial and statistical reports and records for assigned area.

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 technical and 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:

- Maintain a complete set of financial records such as accounts payable, accounts receivable, payroll or other complex District accounts; assure the timely preparation and distribution of financial and statistical reports and records for assigned area. (E)
- Verify, balance and adjust accounts payable; reconcile accounts payable activity to general ledger; process and follow-up on payments to vendors for supplies, materials and services. (E)
- Prepare and process District payroll according to established timelines; receive and review timesheets and verify hours worked; post hours into computer payroll records; verify extensions and coding. (E)
- Verify accuracy of invoices, requisitions, purchase orders and similar documents and provide staff support. (E)
- Coordinate activities with District departments and assist in the processing of assigned grants and scholarships; calculate, request and draw funds for deposit in accounts; generate checks and maintain general ledger. (E)
- Compare, verify, index and file invoices, vouchers, purchase orders, warrants and other records. (E)
- Organize, oversee and participate in establishing current liabilities and prepaid expense accounts in the general ledger at year-end; review, analyze and reconcile detailed computerized records and documentation to general ledger accounts. (E)
- Prepare, process and review a variety of payroll-related forms and documents in accordance with established procedures and timelines; prepare transmittals and paychecks for direct mailing to financial institutions. (E)
- Review expenditures for validity & accuracy; review & audit expenditures for inclusion in fixed asset program. (E)
- Communicate with District faculty, staff, financial institutions and others and provide information related to assigned accounting function; receive and resolve accounting related problems, issues and concerns; research information and obtain related documentation. (E)
- Coordinate accounts payable activities with Central Receiving assuring timely posting of goods received to facilitate payment. (E)
- Calculate payroll adjustments and process special requests; cancel and reissue warrants as necessary; total and reconcile assigned accounts. (E)
- Work closely with vendors & staff regarding purchase orders & invoice payments; expedite orders as necessary. (E)
- Prepare, process, audit and balance various types of payments to employees; determine appropriate budget codes, pay matrix and type, taxes, FICA, Medicare status and deductions; establish and adjust records. (E)
- Develop & coordinate payroll and financial aid schedules with County Superintendent and other District offices. (E)
- Respond to requests from independent auditors; provide information and assistance as requested. (E)
- Provide payroll and fringe benefit information and assistance to staff. (E)
- Prepare checks from Clearing Account to reconcile account on a regular basis. (E)
- Organize the establishment of use tax payables; review, reconcile & process use tax payments on a quarterly basis; prepare & generate State Use Tax Report. (E)
- Maintain records for District retiree benefit program; prepare State & federal reports as needed; process retiree health and welfare benefit changes and updates; rate changes as necessary; assure appropriate changes for billings and payments are made. (E)
- Research, analyze and interpret laws, rules and regulations related to assigned accounting functions including federal and State compliance and reporting requirements. (E)
- Operate a variety of office machines including computer terminal, personal computer and calculator; develop, implement and maintain computerized spreadsheets to track data required by the District. (E)
- Provide fiscal services to the Associated Students and trust clubs including accounts receivable and accounts payable; maintain general ledger for these funds. (E)
- Perform related duties as assigned.

KNOWLEDGE OF:

- Applicable sections of the State Education Code and other federal, State, County and District laws, policies, rules and regulations.
- Technical aspects of field of specialty.
- District organization, operations, policies and objectives.
- Applicable accounting practices and procedures.
- Modern office practices, procedures and equipment.
- Oral and written communication skills.
- Electronic data processing techniques and capabilities.

ABILITY TO:

- Apply bookkeeping and financial record-keeping principles to the maintenance of fiscal and accounting records.
- Make arithmetic computations with speed and accuracy.
- Maintain accurate financial and statistical records.
- Operate standard office machines such as typewriter, calculators, computer terminals and personal computers.
- Learn office policies, rules and practices.
- Prepare data processing input documents rapidly and accurately.
- Understand and follow oral and written instructions.
- Meet schedules and time lines.
- Plan and organize work.
- 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 accounting and three years of increasingly responsible experience in financial or statistical record-keeping.

ENVIRONMENT:

- Office environment.

PHYSICAL ABILITIES:

- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.
- Lifting light objects.

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 **FRIDAY, SEPTEMBER 12, 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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