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# 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](http://www.yccd.edu)*

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## CLASSIFIED RECRUITMENT

**CATEGORICALLY FUNDED – POSITION CONTINGENT UPON CONTINUED FUNDING AND BOARD APPROVAL**

**POSITION:** MEASURE J BOND PROJECTS ACCOUNTANT  
**DEPARTMENT:** FISCAL SERVICES  
**FINAL FILING DATE:** WEDNESDAY, OCTOBER 1, 2008 BY 12:00 NOON. (POSTMARKS ARE NOT ACCEPTED)  
**LOCATION:** \*SCHEDULED TO BE ASSIGNED TO: YUBA COLLEGE  
**SALARY:** \$3665 - \$4029/MO. (CSEA Salary Schedule, initial placement will not be higher than the above listed salary, the top step for this position is \$5108/MO.)  
**COMMENCING:** As Soon As Possible

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**BASIC FUNCTION:** Under direction of the Director of Fiscal Services, perform a variety of high-level professional accounting and related statistical work in compiling, reviewing, auditing and maintaining fiscal information for controlling Measure J Bond funds. Assist in the development, maintenance and reporting of all the financial records relating to construction projects financed with Measure J Bond funds. Maintain financial records; prepare audit and financial reports and recommendations.

### REPRESENTATIVE DUTIES:

- Perform professional accounting and auditing work in accordance with legal requirements, District policies, prescribed accounting system and generally accepted principles of accounting, with minimum supervision using independent judgment and discretion. (E)
- Coordinate and provide technical expertise to a variety of administrators and personnel in the development and control of all Bond accounts; interact with administrators, governmental agencies and others to research, analyze and resolve complex accounting issues specific to bond projects. (E)
- Analyze and prepare federal, State and local reports for bond-funded accounts; maintain accounting records for bond-funded programs; audit and review expenditures; interpret contracts to determine budgeting, billing and reporting requirements specific to bond projects. (E)
- Analyze various accounts and budget runs to assure expenditures to date do not exceed appropriations and that expenditures are properly charged. (E)
- Maintain adequate documentation to satisfy audit requirements for accounts specific to bond projects. (E)
- Perform the accounting functions to the bond funds including maintaining financial records, preparing accurate financial statements, budgeting and anticipating financial problems, safeguarding and managing the bond's financial assets, complying with federal and State reporting requirements. (E)
- Prepare and submit state reimbursement requests for those Measure J projects pre-approved for state matching funds. (E)
- Interface with State Agencies and independent auditors to provide requisite financial reports. (E)
- Review Bond budgets and expenditure transfers for accuracy and validity. (E)
- Prepare and present financial reports and statements by analyzing applicable data, computing pro-rata figures and organizing financial information specific to bond projects.
- Communicate results of financial analysis to management and make recommendations for appropriate action; identify problems and recommend/implement solutions; provide direction to Information Technologies to modify the financial record system as necessary to report financial activity of Measure J projects. (E)
- Provide data consistent with Uniform Public Construction Cost Accounting Procedures. (E)
- Provide direct clerical support/advise for the YCCD Measure J Bond Program manager. (E)
- Prepare and issue Measure J Projects financial statements/reports, and reports of historical trends for college administrators, contracted Program/Construction managers and the Citizens Bond Oversight Committee (CBOC). (E)
- Ensure consistent, uniform, timely and compliant Measure J Project fiscal data is gathered and reported. (E)
- Ensure compliance of Measure J Bond Project recording/reporting activities with State Accounting Manual. (E)
- Coordinate preparation of monthly Measure J Bond Project budget/actual reports. (E)
- Maintain computerized accounting systems (Colleague) for Measure J Projects. (E)
- Provide technical expertise, advice and counsel to the Director of Fiscal Services and college administrators. (E)
- Participate in fiscal year-end closing of District records and preparation of related financial reports as related to Measure J Projects. (E)
- Perform related duties as assigned.

### KNOWLEDGE OF:

- Accounting and auditing principles, practices and procedures on a professional level
- Basic governmental accounting principles (GAAP/GASB) and California Community College finance
- Computer principles and applications to business and accounting functions, including internal control procedures
- Federal and State reporting requirements for non-profit organizations, recipients of bond funds and community colleges
- District organization, operations, policies and objectives
- Oral and written communication skills, including presentation of financial reports
- Correct English usage including grammar, spelling, punctuation and vocabulary
- Applicable sections of State Education Code and other laws related to community college accounting
- Technical aspects of field of specialty specifically bond funds
- Financial analysis and research procedures
- Use of automated financial systems related to planning and analysis, forecasting, projection
- Modern office equipment, methods and procedures including use and application of personal computers and associated software
- Oral and written communication skills
- Technical aspects of field of specialty
- Interpersonal skills using tact, patience and courtesy

### ABILITY TO:

- Apply GAAP/GASB principles
- Apply federal and State requirements for funds and other aspects of accounting
- Operate a variety of office machines, including typewriter, calculator and computer terminal
- Meet schedules and timelines

- Plan and organize work
- Work confidentially with discretion
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Learn District organization, operations, policies and objectives
- Learn State Education Code, State Budget and Accounting policies and other applicable laws
- Perform professional accounting work in the analysis, maintenance and auditing of accounts affecting Measure J Project fiscal operations
- Develop, access and maintain on-line financial database
- Analyze fiscal reports, spreadsheets, charts, and other materials to draw logical conclusions
- Develop and present recommendations and solutions to financial problems
- Prepare clear and concise reports
- Assure compliance with applicable District policies, procedures and governmental regulations
- Navigate active construction sites and adhere to mandatory safety requirements

**EDUCATION AND EXPERIENCE:** Any combination equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, statistical methodology and auditing techniques and standards or a closely related field and three years of increasingly responsible professional accounting.

**WORKING CONDITIONS:**

- Office environment
- Frequent interruptions

**PHYSICAL ABILITIES:**

- Must sit for long periods of time
- Use of hands and fingers to operate an electronic keyboard, calculator or other office machines
- Speak clearly and distinctly to answer telephones and to provide information
- Hear and understand voices over telephone and in person
- See to read fine print and operate computers
- Reach with hands and arms
- Lift to carry and/or move objects weighing up to 10 pounds

**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](http://www.yccd.edu). It is the responsibility of the applicant to insure that all application materials are received in the Personnel Office by **WEDNESDAY, OCTOBER 1, 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.)**

NON PROFIT ORGANIZATION  
U S POSTAGE  
PAID  
MARYSVILLE, CA 95901  
PERMIT NO. 242

