

Financial Analyst (SHORT-TERM, TEMPORARY)
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=229837>

Downloaded On: May. 8, 2024 12:03am

Posted Jan. 31, 2024, set to expire May 29, 2024

Job Title	Financial Analyst (SHORT-TERM, TEMPORARY)
Department	
Institution	West Valley-Mission Community College District Saratoga, California
Date Posted	Jan. 31, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Administration - Accounting & Finance
Apply Online Here	https://apptrkr.com/4979322
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Job Description	

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Financial Analyst (SHORT-TERM, TEMPORARY)

West Valley-Mission Community College District

Closing Date:

Definition:

SHORT-TERM, TEMPORARY STAFF POOL

This recruitment is being conducted to fill temporary assignments for the upcoming semester that can

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begin as soon as summer 2023. Applications for Short-Term, Temporary Staff pools are continually accepted (unless otherwise specified) by the District and will be added to the application pool for review by hiring authorities on an as-needed basis. Should you be invited for an interview, you will be contacted by a District representative.

POSITION DEFINITION

To perform professional work related to the development, analysis, and maintenance of community college district budgets; to prepare a variety of reports related to the budget process; and to provide district managers with professional expertise and assistance with the budget process.

Assignment:

This is a temporary, hourly position, with possible assignments located at either WVMCCD campus:

- Mission College, Santa Clara, CA
- West Valley College, Saratoga, CA

Generally, most assignments are Monday-Friday, 8:30am-5:00pm. Hours may vary depending on departmental needs.

Salary and Benefits:

\$47.49 (hourly)

Due to the temporary nature of this position, benefits are not included.

Minimum Qualifications:

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Two years of responsible financial record keeping or budget tracking experience.
- Equivalent to a Bachelors degree from an accredited college or university with major course work in finance, accounting, business administration, or a related field.

Examples of Duties and Responsibilities:

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Duties may include, but are not limited to, the following:

- Analyze, develop, and administer budgets; track and analyze legislation impacting budget practices and procedures.
- Prepare, analyze, and review budget and expense transfers.
- Prepare periodic budget summaries, special reports, and technical documents as required.
- Provide professional expertise to other district staff regarding budget preparation and processes.
- Assist with administration of budget related processes and functions including audits, position control and grant reports.
- Utilize specialized financial databases and/or software systems; coordinate with district information technology staff to test and modify systems as appropriate.
- Perform related duties as assigned.

For more information on this position and to apply, please visit our website at the following link:
wvm.peopleadmin.com

Applicants who, due to a disability, require accommodations to complete the application, testing or interview process, please contact Human Resources at (408) 741-2174 to arrange for assistance.

West Valley-Mission Community College District is an Equal Opportunity Employer.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

West Valley-Mission Community College District

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