

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

Direct Link: <https://www.AcademicKeys.com/r?job=229838>

Downloaded On: May. 13, 2024 1:16am

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

<b>Job Title</b>	Financial Assistant (SHORT-TERM, TEMPORARY)
<b>Department</b>	
<b>Institution</b>	West Valley-Mission Community College District Saratoga, California
<b>Date Posted</b>	Jan. 31, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Accounting & Finance
<b>Apply Online Here</b>	<a href="https://apptrkr.com/4979332">https://apptrkr.com/4979332</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Financial Assistant (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 a variety of clerical accounting duties in support of an assigned financial services function; to prepare, process, and review financial records and reports related to area of assignment; and to provide administrative support to an assigned supervisor.

### 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:

\$31.41 (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 recordkeeping experience.
- Equivalent to the completion of the twelfth grade.

### Examples of Duties and Responsibilities:

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

- Review, sort, verify, track, maintain back up documentation and process invoices; post and process payments and prepare purchase orders and checks and utility, bond and other bills and invoices.
- Calculate, balance, enter and distribute checks and other items according to policy.
- Process vendor checks for conference reimbursements, special authorizations, pre-payments, W-9 tracking, 1099 form filing, mileage reimbursements and related items.
- Coordinate weekly check run process, including printing, verifying, and mailing of checks for a variety of payments.
- Set up and maintain a variety of contracts; establish appropriate tracking and filing systems.
- Verify and accrue sales tax in compliance with state and district regulations.
- Assist with periodic financial processes including audits and year-end closing.
- Respond to questions from district staff and outside vendors regarding a variety of issues related to assigned function.
- Establish and maintain filing systems for a variety of documents and records related to area of assignment.
- 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](http://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.

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**Contact**

N/A

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