

Accounting Assistant (Substitute)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=162759>

Downloaded On: Oct. 23, 2021 6:35am

Posted Jul. 13, 2021, set to expire Nov. 12, 2021

Job Title	Accounting Assistant (Substitute)
Department	Fiscal Services (Dist) (Dist-013-064)
Institution	South Orange County Community College District South Orange County, California
Date Posted	Jul. 13, 2021
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://jobs.socccd.edu/postings/11498

Apply By Email

Job Description

The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.

Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.



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This position is a short-term, hourly, non-bargaining unit position, not to exceed 160 days per Fiscal Year. You will be contacted should the hiring department/division be interested in scheduling an interview with you to discuss your qualifications and skills. Please do not call the Human Resources Office regarding the status of your application. The most current status of all applications will be available for you to view on our website. This position is open until filled or withdrawn. Under direction from higher level supervisory or management staff, performs a variety of clerical accounting duties within an assigned accounting area; performs a variety of general clerical activities; and responds to requests and inquiries from students and staff.

Contact Information

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

Contact

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