

Accounting Technician
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=239457>

Downloaded On: Jul. 16, 2024 4:02pm

Posted Jul. 12, 2024, set to expire Nov. 8, 2024

Job Title Accounting Technician
Department Fiscal Services
Institution San Diego Community College District
San Diego, California

Date Posted Jul. 12, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Accounting & Finance

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Job Description

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Accounting Technician

San Diego Community College District

Closing Date:

Position Number: 001240

Location: District

Position Type:

Accounting Technician San Diego Community College District

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Classified

The Position:

Posting Details (Default Section)

Closing Date: Open Until Filled Yes Classification Title Accounting Technician Working Title Accounting Technician Recruitment Limits Location District Pay Information Range 21 (\$5,387.63-6,417.36) per month based on the 2024 Classified salary schedule. New employees will begin on Step G (\$5,387.63). Step placement is non-negotiable. Promoted or transferred employees will be placed as specified in the CBA. This position is FLSA Non-exempt (may accrue overtime). Excellent Benefits are provided to all Contract employees with assignments greater than, or equal to, 50% (0.50 FTE) and all eligible dependents. A temporary probationary period will apply to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements/handbooks and more information about terms and conditions of employment to include salary and benefits. Position Equivalent FTE: 1.0 FTE No. Months: 12 months Position Number: 001240 FLSA Status Non-Exempt (accrues overtime) Position Type Classified Bargaining Unit AFT - Classified Professionals Range 21 Department Fiscal Services The Position Applications are currently being accepted for Accounting Technician in the Fiscal Services department, located at District Office. Hours are Monday-Friday, 8AM-5PM. Selected candidate must be willing to adjust work days/hours based on the department's needs.

Please note that an employee may be transferred to any site at the option of the Chancellor.

Classification Description Click [here](#) for description

If you would like to open the link in a different tab or window, right click and select the option. Desired Qualifications San Diego Community College District invites all qualified candidates to apply for the position of Accounting Technician. We are currently looking for a classified professional who will be excited to join our fast growing and innovative college with a freshly adopted focus on equity, diversity and inclusion. Applicants must demonstrate evidence of the following desired qualifications:

1. Experience directing an accounting and/or budgetary function.
2. Experience monitoring account balances, preparing account reconciliations and processing journal entries.
3. Experience preparing financial reports and budget variance analysis.
4. Experience in budget development, including the collection of data and interfacing with others to understand budget needs.
5. Demonstrated experience entering and extracting data utilizing District ERP or other program databases, creating and updating spreadsheets, and providing financial information to managers.
6. Experience providing direction or training to other staff members.
7. Demonstrated cultural competency, sensitivity to and understanding

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of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals. Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([\(NACES\)](#)) or Academic Credentials Evaluation Institute, INC. ([\(ACEI\)](#)). A copy of the evaluation must be submitted with your on-line application. Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals. Special Instructions to Applicants: To ensure **full** consideration, qualified candidates must submit a **complete** online application that includes the items listed (extraneous material will not be reviewed). References to resumes or other uploaded documents within the online application will be considered an "incomplete" application; please enter "N/A" if any section does not apply.

1. Complete online application;
2. Resume;
3. Cover Letter; AND
4. References listed within the online application (3).

Important: *To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photo, articles you've written, etc). Please only upload requested documents using respective document name labels. Uploading extraneous materials, unless specifically requested within this posting, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.*

Application materials sent via mail, fax, or e-mail will **not** be accepted. Note that correspondence, including interview invitations, will be sent to you via e-mail. All inquiries, nominations and applications will be held in the strictest confidence. Tentative Timeline (Subject to Amendments) Position is open until filled. First round of screenings will be conducted on Monday, July 01, 2024. To be considered for the first round please submit your application by Sunday, June 30, 2024 at 11:59PM. Conditions of Employment: **SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);

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- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States as required by the I9 Employment Eligibility Verification form; AND
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.

EMPLOYMENT AFTER RETIREMENT

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the CalPERS or CalSTRS website for further information. Additional Information: **EMPLOYEE BENEFITS**

SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the California Public Employees' Retirement System (CalPERS) upon appointment. Posting Number CL01671

Major Responsibilities:

Qualifications:

Desired Qualifications:

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Licenses:

Pay Information:

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To apply, visit: <https://www.sdccdjobs.com>

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

Contact Information

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

Contact

Fiscal Services
San Diego Community College District

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