

Senior Account Clerk
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=245431>

Downloaded On: Sep. 26, 2024 11:43pm

Posted Sep. 19, 2024, set to expire Sep. 27, 2024

Job Title	Senior Account Clerk
Department	Career Education & Workforce Development
Institution	Rancho Santiago Community College District Santa Ana, California
Date Posted	Sep. 19, 2024
Application Deadline	09/27/2024
Position Start Date	Available immediately
Job Categories	Professional Staff Other Administrative Categories
Academic Field(s)	Administration - Other Administration - Accounting & Finance
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Job Description

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Senior Account Clerk

Rancho Santiago Community College District

Salary Range: Grade 10: \$58,686.81 - \$74,917.13

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Full Time

Job Number: CL24-01018

Location: Santa Ana, CA

Division: SAC Academic Affairs

Closing: 9/27/2024 5:00 PM Pacific

Job Description

CLASS SUMMARY

Under general supervision - provides technical and complex accounting support including responsibility for financial and statistical records, such as accounts payable and/or receivable, purchase orders, cash receipt, and journals and control records; prepares special accounting statements and reports in assigned areas; performs related duties as required.

REPRESENTATIVE DUTIES

Maintains, reconciles, and prepares automated financial report; manages accounts payable accounts; reviews expenditure reports and verifies financial transaction of categorical grants and programs to prepare worksheets; establishes procedures, coordinates, and performs accounts payable activities, including verifying invoices and purchase orders with receiving slips, initiates corrective actions where necessary; communicate with vendors by phone or mail regarding status of their invoices; performs detailed analysis and comparison of invoices from vendors with all of the necessary support material in order to process them for payment; audits reimbursement for proper mathematical, procedural and documentary support; prepares lease payments; prepares summary reports, supervises preparation of monthly grant checks; Prepares payroll spreadsheet allocations; calculates salary earnings; monitors, adjusts, allocates and codes accounts; coordinates student loan account collection, including analyzing deferment needs, negotiates repayment issues, traces lost borrowers, provides notification changes of loan status; posts payments and reconciles accounts payable general ledger; reviews, verifies and prepares data for journal entries; posts financial and budget transactions to accounts, journals and ledgers; prepares worksheets for cash flow statements, fixed assets schedules and other financial information Maintains bookkeeping records; counts money and posts daily sales; checks and balances cash receipts, including deposits and reconciliation of bank statements; checks invoices, posts accounts payables; maintains general ledgers, runs trial balances, prepares profit and loss statements and prepares reports; assists and advises students regarding records and accounts; types letters,

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purchase orders and invoices; maintains files.

ORGANIZATIONAL RELATIONSHIPS

This position reports to assigned administrator or designee.

KNOWLEDGE AND ABILITIES

Good Knowledge of: basic mathematics; methods, principles, practices and terminology used in accounting and recordkeeping; related school district accounting policies and regulations.

Knowledge of: Spreadsheet and wordprocessing software applications; basic office procedures, methods and office equipment.

Ability to: to prioritize work load and prepare necessary reports; work independently and accurately; follow through on own initiative to clear up discrepancies or obtain necessary support materials.

Job Qualifications

MINIMUM QUALIFICATIONS

Training and Experience

Any combination of training, education and experience equivalent to high school diploma and basic clerical and accounting training; and three years of increasingly responsible experience in a related bookkeeping/financial recordkeeping environment.

ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in

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supporting both community and campus programs.

EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

SELECTION CRITERIA

Application Screening

Job announcements will include screening criteria to be used during screening and interviews. This may include, but is not limited to:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)
- Demonstrated experience and sensitivity to diversity, equity, and inclusion.
- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving.

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

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Interview

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants. The District will make reasonable accommodations for applicants with disabilities. Applicants should contact Recruitment in the Human Resources Office for assistance.

Application Procedures

To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

A Complete Application Packet Must Include the Following:

1. RSCCD Online Application
2. Resume - details all relevant education, training, and other work experience

Conditions of Employment

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)



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To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4645359/senior-account-clerk>

Contact Information

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

Contact

Career Education & Workforce Development
Rancho Santiago Community College District

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