

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

Direct Link: <https://www.AcademicKeys.com/r?job=252371>

Downloaded On: Apr. 17, 2025 1:19pm

Posted Jan. 29, 2025, set to expire May 28, 2025

**Job Title** Financial Assistant (SHORT-TERM, TEMPORARY)  
**Department**  
**Institution** West Valley-Mission Community College District  
Saratoga, California

**Date Posted** Jan. 29, 2025

**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/5962700>

**Apply By Email**

**Job Description**

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**Financial Assistant (SHORT-TERM, TEMPORARY)**

**Closing Date:**

**Definition:**

SHORT-TERM, TEMPORARY STAFF POOL

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

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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.

### Desired Qualifications:

Not Applicable

### Knowledge and Abilities:

### Examples of Duties and Responsibilities:

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

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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.

**Working Conditions:**

**Other Duties:**

**Physical Demands:**

**Application Information:**

**APPLICATION INFORMATION:**

- Interested applicants must submit online all materials requested, including:
  - A completed online West Valley-Mission Community College District application; and
  - Resume
- All sections of the online application, including Education and Work History, must be completed thoroughly.
- Supervisor(s) name(s) and telephone numbers must be included in the application.
- Incomplete applications will not be considered.
- Do NOT send unrequested materials. Unrequested materials will be removed from your application and will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to

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fill out the application form carefully and completely.

For reasonable accommodations and assistance, contact:

Office of Human Resources, Attn: Recruitment

14000 Fruitvale Ave, Saratoga, CA 95070

Phone: (408) 741-2174 Fax: (408) 867-9059

Email: [Jobs@wvm.edu](mailto:Jobs@wvm.edu)

**Selection Process:**

**SELECTION PROCESS INFORMATION:**

- Applications will be screened by appropriate department representatives on an as-needed basis. Qualified applicants who best meet the needs of the division will be contacted for an interview.
- Travel expenses to attend the interview are the responsibility of the candidate.
- Applications will remain in our online system for 1 year. Each year, part-time pools will be refreshed and applicants will be notified of the opportunity to re-submit application.
- Application materials become the property of the District and will not be returned or duplicated.
- The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
- Offers of employment are contingent upon the successful clearance from a criminal background check, freedom from tuberculosis, and proof of identity and eligibility to work in the United States prior to the first day of work.

**EEO STATEMENT:**

West Valley-Mission Community College District is an Equal Opportunity Employer that seeks to employ a diverse workforce who will contribute to an inclusive and welcoming educational and employment environment. The District is committed to nondiscrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, genetic information, ancestry, gender identity, gender expression, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, military or veteran status, and medical condition consistent with applicable federal and state laws.

**COVID-19 Vaccine Requirement**

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West Valley-Mission Community College District is committed to protecting the health and well-being of students, faculty, staff, administrators, and the communities it serves. As such, the Board of Trustees has adopted policies requiring COVID-19 vaccinations for all employees and students of the district. Accordingly, new employees must comply with the vaccine mandate prior to hire. See vaccine mandate information at (<https://www.wvm.edu/covid-19/Pages/District-Vaccination-Policy.aspx>).

**Special Instructions to the Applicant:**

**Posting Detail Information**

**Posting Number:** FY21/22-013POOL

**Open Date:** 03/11/2022

**Close Date:**

**Open Until Filled:** Yes

**For more information on this position and to apply, please visit our website at the following link:**  
[wvm.peopleadmin.com](http://wvm.peopleadmin.com)

*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

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