

District Accounting Systems Specialist  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255501>

Downloaded On: Dec. 6, 2025 10:24pm

Posted Apr. 8, 2025, set to expire Jan. 28, 2026

**Job Title** District Accounting Systems Specialist

**Department**

**Institution** South Orange County Community College District  
Mission Viejo, California

**Date Posted** Apr. 8, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Accounting & Finance

**Job Website** <https://www.schooljobs.com/careers/socccd/jobs/4898353/district-accounting-systems-specialist>

**Apply By Email**

**Job Description**

**Application Instructions:**

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.

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- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.
- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:

1. Current department chair(s) (for faculty) or supervisor(s);
2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

## Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

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### **SUMMARY DESCRIPTION**

Under direction from an appropriate level manager or administrator, provides technical expertise to District management and staff in the operation, capabilities, and enhancement of the District's automated accounting system; provides technical training and work direction to other accounting personnel as assigned; and performs technical and complex accounting duties in the preparation, maintenance, and review of financial records, accounts, and reports to ensure accuracy and conformance to established procedures.

### **DISTINGUISHING CHARACTERISTICS**

The District Accounting Systems Specialist class is distinguished from other classes within the job family by the level of responsibility assumed and the complexity of duties assigned. Employees at this level are required to be fully trained in all policies and procedures related to assigned area of responsibility and possess extensive knowledge of the capabilities, operation, enhancements, and limitations of automated accounting systems. In comparison to the general Accounting Analyst and/or Accounting Systems Specialist classifications utilized at the college level, this class is limited to use in the District office and recognizes the greater breadth and depth of knowledge required to use, maintain, and provide support and direction to users of the automated accounting system. Further, this position requires specialized subject matter expertise in the most complex technical and clerical accounting functions in order to provide technical training and lead direction to other accounting staff in the department.

### **REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Assist in managing the day-to-day operation of the Department; lead, plan, train, and review the work of staff responsible for the preparation, processing, and auditing of District accounting

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transactions; participate in performing the most complex work of the unit including implementation of District accounting policies and procedures as well as accounting system administration.

Respond to requests for information from District and campus Fiscal Offices and Departments, governmental agencies, and the public regarding financial and accounting policies; investigate questions/complaints and report them to Assistant Director of Fiscal Services.

Establish and maintain integrity of budget and accounting records to ensure proper audit trail for all financial, accounting, and budget transactions.

Assist with District internal and external audits as requested.

Assume responsibility to balance District and campus fiscal year budgets; serve as a liaison to campus Fiscal Offices to resolve discrepancies and other issues; ensure the funds are reported properly.

Review and approve all journal entries for all funds prepared by campus and/or District staff for completeness and appropriateness.

Maintain District and campus bank accounts cash flow; monitor bank balances and cash requirements; make recommendations based on findings.

Coordinate resources and resolve complex systems problems through research, analysis, and consultation with users, technical staff, and managers; maintain, verify, review, and monitor

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processing of accounting information; train and update managers and staff regarding changes and requirements.

Perform specialized duties related to the District's automated accounting system and integrated systems; assess needs and analyze system capabilities; confer with computer programmers and other District and college technical staff regarding system enhancements; test and evaluate results and new features.

Provide technical assistance to District and college administrators in developing the budget, accounting documents, and reports in the business system; recommend and assist in development of policies and procedures.

Perform technical and complex accounting and auditing work in the preparation, maintenance, and review of complex financial and accounting records, accounts, reports, and ledgers; audit accounts as necessary to ensure proper internal controls; reconcile and balance assigned accounts and bank statements; prepare and process various documents involved in financial transactions including invoices, requisitions, and purchase orders; ensure compliance with applicable rules, regulations, policies, and procedures.

Review financial documents and computer printouts to ensure accuracy and completeness of information; make corrections and adjustments as necessary.

Coordinate communication and accounting activities with other District and college department management and staff, governmental and private agencies, and vendors.

Provide information and guidance to District and college management and staff regarding various records, budgets, accounts, and programs; answer questions and resolve problems related to

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assigned program or accounting function.

Lead the year-end close of the financial accounting system and rollover new fiscal year data; coordinate calendars, workshops, and tasks with staff, campus Fiscal Offices, and other various campus offices.

Review and reconcile fund balance; compile data and prepare and assist in the preparation of regular and special reports, including the year end closing process.

Operate a variety of office equipment and machines such as computer terminal, copier, and calculator.

Perform related duties as required.

## **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

### **Knowledge of:**

Accounting theory and auditing principles, practices, and procedures.

Specialized computer accounting systems and software in a large, complex organization.

Capabilities and limitations of automated accounting systems.

Office procedures, methods, and equipment including computers and applicable software

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applications such as word processing, spreadsheets, and databases.

Needs assessment skills and problem-solving techniques used in identifying and developing computer system enhancements.

Principles of lead supervision and training.

Applicable sections of State Education Code and other laws.

Principles and practices of fiscal, statistical, and administrative research and report preparation.

Basic principles and practices of budget preparation and administration.

Principles and practices of financial record keeping.

Mathematical principles.

Oral and written communication skills.

**Ability to:**

Lead and perform technical and complex accounting and auditing work in the preparation, maintenance, and review of District or campus financial records, accounts, and reports.

Audit, review, analyze, and reconcile accounting and budget fiscal reports.

Maintain complex financial records for the entire District.

Use and apply specialized knowledge of automated accounting systems and processes to assess accounting system needs for the District and campuses.

Analyze system capabilities and confer with appropriate staff and software consultants regarding system enhancements; test and evaluate results and new features.

Ensure compliance with applicable rules, regulations, policies, and procedures.

Interpret, apply and explain rules, regulations, policies, and procedures.

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Audit, review, analyze, and reconcile accounting and budget fiscal reports.

Maintain complex financial records, including but not limited to the General Ledger.

Provide technical training, expertise, and assistance to District administrators, managers, and staff regarding the operation and capabilities of the automated accounting system.

Operate a variety of office equipment and machines such as computer terminal, copier, and calculator.

Make arithmetic calculations quickly and accurately.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### **EDUCATION AND EXPERIENCE GUIDELINES**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, or a related field.



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**Experience:**

Five years of increasingly responsible accounting experience that includes two years of experience in a senior accounting position with extensive involvement in the operation and development of automated accounting systems and software. Additional training as demonstrated through a professional designation may substitute for some experience.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:**

Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with academic and classified staff and others. At least minimal environmental controls are in place to assure health and comfort.

**Physical:**

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

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## Supplemental Information

Initial Screening Date: **April 21, 2025**

Range **139** of the **CSEA** Salary Schedule

Work schedule: **Monday - Friday (8:00 AM - 5:00 PM)** - Schedule and shift are subject to change in accordance with the department's needs.

Hour per Week: **40**

Months per Year: **12**

### **Notice to all Candidates for Employment:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The South Orange County Community College District (SOCCCD) will not sponsor any visa applications.

Employees must reside in California while employed with the SOCCCD.

### **California Public Employees Retirement System and California State Teachers Retirement System:**

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting

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permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

**Disability Accommodations:**

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to [hrrinfodesk@socccd.edu](mailto:hrrinfodesk@socccd.edu).

**Attendance Requirement:**

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

**Campus Crime and Safety Awareness:**

Information regarding campus crime and safety awareness can be found at [www.ivc.edu](http://www.ivc.edu) or [www.saddleback.edu](http://www.saddleback.edu). Paper copies are available in the Human Resources office upon request.

**Non-Discrimination Notice:**

The SOCCCD provides access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are

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perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

**California Fair Chance Act:**

The SOCCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the SOCCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

**Diversity, Equity, Inclusion and Equal Employment Opportunity:**

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.

The SOCCCD is 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 the SOCCCD, 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, managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.

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**THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**

**Contact Information**

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

**Contact**

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