

Fiscal Services Specialist Copper Mountain College

Direct Link: <https://www.AcademicKeys.com/r?job=256148>

Downloaded On: Apr. 23, 2025 7:51pm

Posted Apr. 23, 2025, set to expire Aug. 20, 2025

Job Title Fiscal Services Specialist
Department Business Services
Institution Copper Mountain College
Joshua Tree, California

Date Posted Apr. 23, 2025

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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Fiscal Services Specialist

Salary: \$4,807.16 - \$7,266.35 Monthly

Job Type: Full-Time

Department: Business Services

Closing:

Location: Joshua Tree, CA

Job Number: 2025-04-22FSS

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Position Description

Under the direction of the Chief Business Officer, perform specialized and complex accounting and auditing duties in areas of the general ledger, financial aid and student ledger as it relates to the Admissions and Records Office, county grants, and contract management; perform routine and specialized office support functions; perform complex accounting and statistical record-keeping.

Duties and Responsibilities

- Help maintain accounting records for the District, along with analyzing and providing controls for records for federally funded student financial aid programs and other grants; assure the District's fiduciary responsibility regarding distribution of these monies is met.
- Compose, prepare and type a variety of correspondence, memos, reports and other materials; proofread materials to assure accuracy and completeness.
- Research, analyze and prepare information on a variety of topics for dissemination to the public and on-campus, through various communication means while maintaining confidentiality of sensitive District, departmental, and other information.
- Prepare and maintain periodic financial statements for the District.
- Coordinate, monitor federal guidelines and mandates with the Department of Education in all Business Services responsibilities as they apply to various grants and student financial aid.
- Coordinate, compile, prepare and assist the Admissions and Records Office with the disbursements of financial aid, return of Title IV calculations, year-end reporting and other tasks.
- May complete tasks with others or independently to ensure Business Services responsibilities are completed accurately and on time.
- Prepare auditable records; assist in the preparation of audit report responses and implement recommendations, when appropriate.
- Assist other personnel in the accounting or office support functions and activities as necessary.
- Perform various reconciliations for student services, base programs, financial aid and others. Research and identify discrepancies and make recommendations in instances of non-reconciliation.
- Assist with internal audits with various departments to assure proper internal controls and accountability.
- Prepare various spreadsheets to include FTES, budget, contract tracking and other items.
- Contract coordination with various agencies and departments.
- Collect and prepare collective bargaining statistical information.

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- Perform related duties as assigned.

Qualifications

Education and Experience: Any combination equivalent to associate's degree with course work in accounting or business administration and five years increasingly responsible office experience including at least two years demonstrated work experience involving accounting. Secretarial or clerical office support experience desired.

Licenses: Valid California driver's license and acceptable driving record and qualify for insurability by the District's insurance carrier.

Knowledge of: Modern office practices, procedures and equipment; financial statement preparation; generally accepted accounting principles and practices (GAAP); methods, procedures and terminology used in accounting work.

Ability to: Learn financial aid regulations and policies; analyze documents and make recommendations for corrective action as necessary; prepare a complete set of financial reports; perform a variety of financial record-keeping duties; perform functions utilizing computer software; calculate Department of Education student refunds; communicate, interpret and explain policies, procedures and regulations; use word processing software to compose and type a variety of routine or complex documents, letters, forms or reports; sit for extended periods of time.

Supplemental Information

- Vision sufficient to read documents and computer terminal displays.
- Speech and hearing to communicate in person or by telephone.
- Manual dexterity sufficient to use a variety of office equipment, computer keyboards and manipulate paper.

Tentative Timeline:

First consideration will be given to candidates who apply by **May 1, 2025**. Applications will be accepted

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until the job posting is removed.

Applications will be reviewed in the order in which they are received.

Based on the number of applications received, this posting may close without notice.

*All dates are subject to change based on availability

Equal Opportunity Statement

Copper Mountain College is committed to Equal Employment Opportunity for all persons and to provide educational and employment opportunities free from discrimination on the basis of ethnic group identification, gender identification, national origin, religion, age, veteran status, sex, race, color, ancestry, sexual orientation, or physical or mental disabilities, and other physical or verbal conduct. Inquiries regarding compliance and/or grievance procedures may be directed to the School District's Title IX Officer and/or Section 504/ADA Coordinator.

To apply, please visit <https://www.schooljobs.com/careers/cmccd/jobs/4914755/fiscal-services-specialist>

Contact Information

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

Contact

Business Services
Copper Mountain College

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