

Accounting Technician, Senior
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=256807>

Downloaded On: May. 9, 2025 10:03pm

Posted May 9, 2025, set to expire May 22, 2025

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

Date Posted May 9, 2025

Application Deadline 05/22/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Accounting & Finance

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Apply By Email

Job Description

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Accounting Technician, Senior

San Diego Community College District

Closing Date: 5/22/2025

Position Number: 00120136

Location: San Diego Mesa College

Position Type: Classified

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The Position:

Posting Details (Default Section)

Closing Date: 05/22/2025 Open Until Filled No Classification Title Accounting Technician, Senior Working Title Senior Accounting Technician Recruitment Limits Location San Diego Mesa College Pay Information Range 23 (\$5,448.21 - \$6,814.00) per month based on the current [Classified salary schedule](#). New employees will begin on Step F (\$5,448.21). 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, salary schedules 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: 00120136 FLSA Status Non-Exempt (accrues overtime) Position Type Classified Bargaining Unit AFT - Classified Professionals Range 23 Department Business Services The Position From San Diego Mesa College President Ashanti Hands:

San Diego Mesa College seeks energetic and dedicated candidates to apply for classified positions. The College is committed to academic excellence and diversity, equity and inclusion among its faculty, staff, and students.

As the "Leading College of Equity & Excellence", we take responsibility for equitable outcomes and work together to create successful pathways for all of our students. As the largest college in the San Diego Community College District, the institution enjoys a solid financial standing, state of the art facilities, and a world-class faculty and staff. For 61 years, Mesa College has been on the leading edge, from offering a Community College Bachelor's Degree, to the number of students transferred and graduating with an Associate Degree.

We are adding new staff, faculty and administrators who, alongside our stellar colleagues, will lead us into the future. Candidates who believe that they can demonstrate a commitment to equity and excellence by creating the conditions that matter for our students to succeed are encouraged to apply.

Applications are currently being accepted for Senior Accounting Technician in the Business Services department, located at San Diego Mesa College. Hours are Monday through Friday, 8:00 - 4:30. Selected candidate must be willing to adjust work days/hours based on the department's needs.

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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 **Knowledge:**

- Procedures, policies, rules, and practices affecting the development, maintenance, and control of the budgeting and accounting system.
- Practices of financial and statistical record-keeping, including accounting and bookkeeping systems which are maintained on data processing.
- Modern office practices, procedures, and equipment.
- Record-keeping techniques.
- Reading and writing communication skills.
- District organization, operations, policies, and objectives.
- Oral and written communications skills.

Skills and Abilities:

- Perform a wide variety of paraprofessional accounting work.
- Prepare clear and accurate financial statements and reports, and analyze accounting data.
- Analyze situation independently and adopt effective course of action.
- Perform customer service work in a high volume environment
- Understand and follow oral and written directions.
- Establish and maintain effective working relationships with others.
- Work independently with little direction.
- Work confidentially with discretion.
- Meet schedules and time lines.
- Plan and organize work.
- Train and provide work direction to assigned personnel.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.

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 online 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

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orientation, and ethnic backgrounds of community college students, faculty and classified professionals.

Click [here](#) for the EEO / Diversity / Nondiscrimination - Policies and Procedures Special Instructions to Applicants: To ensure consistency, fairness, and alignment with our commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA), please submit only the materials specifically requested in this posting (e.g., no personal photos, articles, etc.). Be sure to upload the required documents using the respective document name labels. Uploading extraneous materials, unless explicitly requested, 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 email will not be accepted. All correspondence, including interview invitations, will be communicated via email.

We are dedicated to maintaining the confidentiality of all inquiries, nominations, and applications in the strictest confidence, and we encourage applicants from diverse backgrounds to apply.

1. Complete online application;
2. Cover letter;
3. Resume; AND,
4. Three (3) Professional References listed within the online application.

Tentative Timeline (Subject to Amendments) 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);
- 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.

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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 CL01778

Major Responsibilities:

Qualifications:

Desired Qualifications:

Knowledge:

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- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.

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

Business Services
San Diego Community College District

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