

Senior Accounting Specialist
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=260520>

Downloaded On: Aug. 5, 2025 12:00pm

Posted Aug. 1, 2025, set to expire Jan. 28, 2026

Job Title Senior Accounting Specialist
Department DS - Fiscal Services
Institution South Orange County Community College District
Mission Viejo, California

Date Posted Aug. 1, 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/5028261/senior-accounting-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.
- 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

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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.

SUMMARY DESCRIPTION

Under direction from higher level supervisory or management staff, performs technical and complex accounting duties in the preparation, maintenance and review of financial records, accounts and reports; interprets accounting policies and procedures to assure accuracy and compliance; and may have functional or technical supervisory responsibility over clerical and technical employees.

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DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Accounting Specialist series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including the most complex clerical accounting functions at the paraprofessional level requiring principles of accounting and bookkeeping as well as significant directly related and progressive experience. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

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.

Perform technical and complex accounting and auditing work in the preparation, maintenance and review of financial records, accounts and reports; monitor, reconcile and balance assigned accounts, budgets and bank statements.

Analyze accounts receivable balances to determine and ensure ability to collect funds; process all accounts receivable checks and prepare receipts and reports for deposit.

Interpret and assure assigned functions are in compliance with applicable rules, regulations, policies and procedures.

Prepare and maintain a variety of difficult and complex financial and accounting records, ledgers and reports; audit accounts as necessary to assure proper internal controls; prepare and post adjusting journal entries; reconcile District accounts for accuracy.

Prepare and process various documents involved in financial transactions, including invoices, requisitions and purchase orders.

Review financial documents to assure accuracy, completeness and compliance with applicable

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regulations, requirements and established procedures.

Review financial reports and computer print-outs to assure accuracy and completeness; make corrections and adjustments as necessary.

Review and reconcile fund balances; compile data and assist in the preparation of regular and special reports; perform related duties as assigned.

Assist in the preparation and monitoring of operating budgets as assigned; prepare and review budget and account transfers; assist in the annual financial audit.

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

Provide information to district/college management and staff regarding various records, budgets, accounts and programs; answer questions and resolve problems related to assigned program or accounting function.

Assist assigned supervisor in the coordination of workflow, and resolving and troubleshooting problems; may act as lead in the absence of assigned supervisor.

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.

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Knowledge of:

Principles, practices and procedures of accounting, auditing and bookkeeping.

Methods and techniques of financial and statistical recordkeeping and reporting.

Interpersonal skills using tact, patience and courtesy.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Mathematical principles.

English usage, spelling, grammar, and punctuation.

Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

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 fiscal reports.

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

Apply auditing and financial recordkeeping principles to assigned work.

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

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Make arithmetic calculations quickly and accurately.

Plan and organize work to meet changing priorities and deadlines.

Work independently with little direction.

Understand and follow oral and written directions.

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:

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Equivalent to two years of college level course work in accounting, finance, business administration or a related field.

Experience:

Three years of responsible bookkeeping or clerical accounting 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 students, 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

Range **131** of **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.

Required Documents: **Resume and Cover Letter**

Applications missing the required documents will not be considered.

Hours Per Week :**40**

Months: **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:

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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 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.

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 or 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

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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 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 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.

The SOCCCD is committed to ensuring that all students have the opportunity to succeed in their classes and as such, to eliminating institutional barriers that disproportionately impact students of color. Irvine Valley College and Saddleback College are deeply committed to fostering an inclusive environment where students, staff, and faculty from diverse backgrounds can thrive academically and professionally.

Irvine Valley College (IVC) serves approximately 21,584 students, reflecting a rich diversity: 41% Asian, 2% Black/African-American, 21% Hispanic/Latino, 8% Southwest Asian and North African,

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5% two or more races, and 21% White in Fall 2024.

Similarly, Saddleback College (SC) serves around 25,789 students, with demographics showing 12% Asian, 2% Black/African-American, 29% Hispanic/Latino, 5% two or more races, and 47% White in Fall 2024.

These numbers underscore the importance of our commitment to eliminating equity gaps across all student demographics through implementing dynamic, student-centered practices and policies. To support the academic and career success of our diverse student body, we seek a candidate who will actively contribute to our mission of inclusivity and support. The ideal candidate's values will align with SOCCCD's goals for Diversity, Equity, and Inclusion (DEI) and Equal Employment Opportunity (EEO).

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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