

Senior Accounting Technician
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261145>

Downloaded On: Aug. 14, 2025 5:34pm

Posted Aug. 14, 2025, set to expire Sep. 3, 2025

Job Title Senior Accounting Technician
Department Business Services
Institution Rancho Santiago Community College District
Santa Ana, California

Date Posted Aug. 14, 2025

Application Deadline 09/03/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Accounting & Finance

Apply Online Here <https://apptrkr.com/6467433>

Apply By Email

Job Description

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Senior Accounting Technician

Rancho Santiago Community College District

Salary Range: Grade 12: \$64,514.91 - \$82,422.98

Job Type: Full Time

Job Number: CL25-01236

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Location: Santa Ana, CA

Division: DO Business Services

Closing: 9/3/2025 5:00 PM Pacific

POSITION DETAILS

About Rancho Santiago Community College District

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The district includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, the Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

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RSCCD's student population is a direct reflection of the diverse communities in the surrounding neighborhoods. As a whole, the district has the honor of serving approximately 55,537 students: 51% Hispanic/Latinx, 20% White, 9% Asian & Filipino, and 2% are African American. RSCCD is a proud Hispanic Serving Institution (HSI) and serves predominately historically underrepresented students. There is a commitment to foster student centered values among our employees to provide equitable student learning, academic excellence, and workforce development. By delivering high-quality educational programs and student support services, the district ensures that students have the appropriate resources to achieve their goals.

At RSCCD, our mission is to integrate diversity, equity, inclusion, accessibility, and justice into all aspects of student academics and employee relations. Thus, creating transformational experiences that prepares students and employees to engage in the world with a renewed sense-of-self. Through this commitment, Rancho Santiago Community College District strives to cultivate a learning environment that prioritizes respect, to ensure that RSCCD stakeholders feel valued and supported throughout their academic and professional careers.

About the Position

The ideal candidate will demonstrate cultural competency in serving diverse community college populations, including faculty, management, and students from varied ethnic, racial, cultural, and socioeconomic backgrounds. This includes those with differing abilities, AB 540 students, DACA recipients, Foreign Residents, VACA participants, and Continuing Education students. They will support RSCCD's mission to promote self-awareness, knowledge, and communication skills, enabling all members of the college community to participate creatively and confidently in an ever-changing world.

Candidates will contribute to an inclusive and collaborative workplace culture that supports the diverse needs of faculty, management, staff, and students. They will effectively provide services and support to individuals with differing academic preparation levels and unique learning or workplace needs, ensuring equitable access and opportunities for success. Candidates should demonstrate cultural competency, sensitivity, equity-mindedness, and a commitment to anti-racism in all interactions and contributions. Through their role, they will empower students to achieve their educational and career goals while promoting a positive and inclusive environment where faculty and management can thrive, fostering creativity, confidence, and lifelong learning throughout the college community.

Position Overview

Reviews, maintains, and reconciles a full range of account balances, and analyzes and examines

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accounting data for assigned functions such as accounts payable, accounts receivable, reconciliations, and asset inventory. Performs high and difficult paraprofessional and technical duties in accounting operations; reconcile, process and disburse district funds for invoice payments, employee reimbursements, student financial aid and other liability payments utilizing applicable functionalities in the district enterprise resources. Requires the frequent use of independent judgment in making decisions within established accounting systems and procedures. Assists in ensuring district compliance with applicable rules, regulations, policies, and procedures. Performs other related duties as assigned.

Representative Duties

1. Independently process invoices, reimbursements, student financial aid and other liabilities utilizing applicable financial software; determine appropriate method of payment, according to Generally Accepted Accounting Principles (GAAP) and in compliance with district policies/procedures and other guidelines; ensure proper departmental authorization and appropriateness of requested items and/or services; ensure timely and accurate preparation and distribution of approved payments, reimbursements and refunds; troubleshoot any issues with district departments, external suppliers and payment recipients; provides support to designated District manager; maintains frequent contact with staff and vendors. Explain applicable processes and procedures.
2. Analyze and advise budget managers of increases to purchase orders; verify account numbers for validity of expenditures for reimbursement; advises department to prepare documentation needed to correct discrepancies in the general ledger.
3. Determine, calculate and apply appropriate sales taxes for purchases based on multiple factors and regional variances.
4. Maintains communication with District Warehouse and Purchasing related to the procurement, receiving and payment of goods.
5. Monitors standing purchase orders; verifies invoice pricing and use of correct sales tax rates on invoices; reviews outstanding purchase orders at fiscal year-end to ensure accurate expenditure accruals and account balances; prepares open encumbrance report.
6. Prepares and audits payment packages; reviews a variety of expenditures; matches purchase orders, invoices, and receiving reports; verifies prices and mathematical accuracy of payments, applicable taxes, and account codes; ensures fund availability; reviews contracts and agreements; verifies management approvals, Board authorization, and liability insurance coverage.
7. Records, assembles, tabulates, and reconciles financial and statistical data; reconciles and

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balances accounts; and researches and resolves discrepancies.

8. Recommend adjustments to ensure expenditures are correctly charged and are in compliance with all policies and regulations.
9. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner; assists with implementation and testing of automated enterprise application systems or emerging technologies related to assignment.
10. Participates in department trainings for end-users; assist in developing training guides and reference materials; maintains resources on the department intranet and internet pages.
11. Participates in developing goals, objectives, policies, procedures, work standards for Fiscal Services.
12. Performs other related or duties as assigned.

Organizational Relationships

This position reports to the designated manager. May provide direction to student assistants.

QUALIFICATIONS

Minimum Qualifications

Any combination of training, education and experience equivalent to an Associate's degree (60 semester units) from an accredited college or university is required. Three years of related experience in addition to that identified above may be substituted for each one-year (30 semester units) of college.

Additional Qualifications

Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ability, and ethnic backgrounds of community college students, staff, and the community.

Knowledge And Abilities

Knowledge of: Fiscal accounts payable practices, procedures, and equipment; Terminology and practices of financial and account document processing and record keeping and general accounting practices and procedures; Applicable Federal, State, and local laws, regulatory codes, ordinances, as well as College policies, procedures, and objectives relevant to assigned area of responsibility;

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Principles and practices of data collection and report preparation; Business arithmetic, statistical and basic financial techniques; Financial and statistical record keeping principles and procedures; Modern office practices, methods, and computer equipment and computer applications, including word processing, database, and spreadsheet software.

Ability to: Respond and prioritize multiple phone calls and other requests for service; Interpret, apply, and explain applicable policies and procedures; Compose correspondence and reports independently or from brief instructions; Make accurate arithmetic, financial, and statistical computations; Establish and maintain filing, record keeping, and tracking systems; Understand and follow oral and written instructions; Organize own work, set priorities, and meet critical time deadlines; Operate modern office equipment including computer equipment and specialized software applications programs, 10-key calculator by touch, copier/scanner, printer, fax machine, currency and coin counters, cash register, and bankcard systems; Use English effectively to communicate in person, over the telephone, and in writing; Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work. Requires skill at facilitating small group problem-solving processes.

APPLICATION PROCESS

To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

A Complete Application Packet Must Include the Following:

1. RSCCD Online Application
2. Resume - details all relevant education, training, and other work experience
3. Academic Transcripts (unofficial copies are accepted)

Foreign Degrees

Transcripts from countries other than the United States must be evaluated by an agency that is approved by or a member of the National Association of Credentials Evaluation Service (NACES) or the Association of International Credential Evaluators, Inc. (AICE), or Commission on Teacher

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Credentialing (CTC).

Application Screening

Job announcements will include screening criteria to be used during screening and interviews. This may include, but is not limited to:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)
- Demonstrated experience and sensitivity to diversity, equity, and inclusion.
- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving.

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview.

Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

Interview

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

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A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

Disability Accommodations

Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

Conditions of Employment

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

RSCCD 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

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conditional employment offer is made to you. After making a conditional offer and running a background check, if RSCCD 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.

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/5039487/senior-accounting-technician>

Contact Information

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

Contact

Business Services

Rancho Santiago Community College District

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