

**Project Specialist (DS - Accounting)**  
**South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=262496>

Downloaded On: Sep. 15, 2025 3:19pm

Posted Sep. 15, 2025, set to expire Jan. 28, 2026

**Job Title** Project Specialist (DS - Accounting)

**Department**

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

**Date Posted** Sep. 15, 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/5079618/project-specialist-ds-accounting>

**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

### SUMMARY DESCRIPTION

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The Project Specialist (Accounting) provides specialized accounting and administrative support within District Services. Under general supervision, this position supports office organization, performs a variety of accounts payable functions, processes invoices and financial transactions, and assists with clerical and reconciliation tasks. The Project Specialist works closely with internal staff and external vendors to ensure timely and accurate processing of payments, while maintaining compliance with District policies and procedures.

**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 accounts payable functions, including processing of invoices and monitoring payment schedules.

Review and verify vendor statements for accuracy and completeness.

Maintain and organize the accounts payable Outlook mailbox, ensuring timely responses and processing of incoming communications.

Sort and match purchase orders, receiving documents, and invoices for payment processing.

Assist in reconciling accounts, identifying discrepancies, and supporting month-end closing activities.

Provide general clerical support such as filing, document scanning, data entry, and maintaining accounting records.

Collaborate with various departments to resolve payment and invoice issues.

Assist in maintaining internal controls and financial documentation in compliance with established procedures.

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**Knowledge of:**

Principles and practices of accounts payable and basic accounting.

Standard office practices, procedures, and equipment.

Financial record-keeping and reporting methods.

Microsoft Outlook and other Office applications (e.g., Excel, Word).

Applicable laws, regulations, and policies governing public sector financial transactions.

Proper use of grammar, spelling, and business communication formats.

**Skills and Abilities to:**

Accurately process and verify financial transactions and documents.

Review and reconcile vendor statements and account records.

Organize and prioritize multiple tasks to meet deadlines.

Communicate effectively, both verbally and in writing.

Work independently with minimal supervision as well as collaboratively in a team environment.

Maintain confidentiality of financial and vendor information.

Operate a variety of standard office equipment including computers and accounting software systems.

Report to work on a regular and consistent basis, as scheduled, to assigned job.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

*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*

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*made to enable individuals with disabilities to perform the essential job functions.*

Work is performed primarily in a standard office environment. The role requires frequent use of computers and other office equipment. Physical demands include sitting for extended periods, repetitive hand and finger motions, reaching, bending, and occasional lifting of materials up to 25 pounds. The position may involve interaction with various internal departments and external vendors, requiring professional communication and organizational skills in a dynamic and deadline-driven environment.

## Supplemental Information

Work Schedule: **TBD** – Schedule and shift vary and are subject to change in accordance with the department's needs.

Hours per Week: Up to **40**

**Employment Conditions and Information:**

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This is a short-term, temporary, hourly Non-Bargaining Unit (NBU) assignment, not to exceed 160 days and 960 hours per fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>). **Short-term, temporary NBU positions may only be used on an intermittent, seasonal, or project basis.** Education Code Section 88003 states "Short-term employee means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis."

After successful completion of the onboarding requirements, an individual may be employed by the South Orange County Community College District (SOCCCD) as a short-term, temporary NBU employee. Employment will be on an "if and as needed" basis, as determined by the SOCCCD. The assignment may be shortened or extended at any time, due to departmental needs, with little to no notice. NBU employment is at-will, and either party may terminate this working relationship at any time. Neither party shall be required to provide any reason for the separation. NBU employees shall not have reemployment rights or recourse to petition to be reinstated.

NBU employees are limited to working in a single position for a single department and site (assignments are onsite only).

NBU employees are paid on a monthly basis. The payroll reporting period is from the 1<sup>st</sup> of the month to the last day of the month. NBU employees are paid on the 10th of the following month.

**Example:** For the following reporting period: January 1<sup>st</sup> through January 31<sup>st</sup>, the NBU employee will be paid on February 10<sup>th</sup>.

NBU employees who work more than 1000 hours per fiscal year are required to contribute to the California Public Employees Retirement System (CalPERS), through payroll deduction. The SOCCCD does not intend to employ NBU employees for more than 960 hours during any fiscal

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year.

**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 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

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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 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.



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**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, 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**

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

**Contact**

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