

**Financial Analyst (SHORT-TERM, TEMPORARY)**  
**West Valley-Mission Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=229837>

Downloaded On: May. 12, 2024 4:58am

Posted Jan. 31, 2024, set to expire May 29, 2024

<b>Job Title</b>	Financial Analyst (SHORT-TERM, TEMPORARY)
<b>Department</b>	
<b>Institution</b>	West Valley-Mission Community College District Saratoga, California
<b>Date Posted</b>	Jan. 31, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Other Administrative Categories
<b>Academic Field(s)</b>	Administration - Accounting & Finance
<b>Apply Online Here</b>	<a href="https://apptrkr.com/4979322">https://apptrkr.com/4979322</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Financial Analyst (SHORT-TERM, TEMPORARY)**

**West Valley-Mission Community College District**

Closing Date:

**Definition:**

SHORT-TERM, TEMPORARY STAFF POOL

This recruitment is being conducted to fill temporary assignments for the upcoming semester that can

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begin as soon as summer 2023. Applications for Short-Term, Temporary Staff pools are continually accepted (unless otherwise specified) by the District and will be added to the application pool for review by hiring authorities on an as-needed basis. Should you be invited for an interview, you will be contacted by a District representative.

### POSITION DEFINITION

To perform professional work related to the development, analysis, and maintenance of community college district budgets; to prepare a variety of reports related to the budget process; and to provide district managers with professional expertise and assistance with the budget process.

### Assignment:

This is a temporary, hourly position, with possible assignments located at either WVMCCD campus:

- Mission College, Santa Clara, CA
- West Valley College, Saratoga, CA

Generally, most assignments are Monday-Friday, 8:30am-5:00pm. Hours may vary depending on departmental needs.

### Salary and Benefits:

\$47.49 (hourly)

Due to the temporary nature of this position, benefits are not included.

### Minimum Qualifications:

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Two years of responsible financial record keeping or budget tracking experience.
- Equivalent to a Bachelors degree from an accredited college or university with major course work in finance, accounting, business administration, or a related field.

### Examples of Duties and Responsibilities:

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Duties may include, but are not limited to, the following:

- Analyze, develop, and administer budgets; track and analyze legislation impacting budget practices and procedures.
- Prepare, analyze, and review budget and expense transfers.
- Prepare periodic budget summaries, special reports, and technical documents as required.
- Provide professional expertise to other district staff regarding budget preparation and processes.
- Assist with administration of budget related processes and functions including audits, position control and grant reports.
- Utilize specialized financial databases and/or software systems; coordinate with district information technology staff to test and modify systems as appropriate.
- Perform related duties as assigned.

**For more information on this position and to apply, please visit our website at the following link:**  
[wvm.peopleadmin.com](http://wvm.peopleadmin.com)

Applicants who, due to a disability, require accommodations to complete the application, testing or interview process, please contact Human Resources at (408) 741-2174 to arrange for assistance.

*West Valley-Mission Community College District is an Equal Opportunity Employer.*

**Contact Information**

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

**Contact**

N/A

West Valley-Mission Community College District

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