ACCOUNTANT

Gavilan Community College is seeking an experienced professional to serve as its next Accountant

Position Closes: May 21, 2012 at 5:00 pm
$28.21 - $34.29 per hour
Full-time position with comprehensive benefit package

THE IDEAL CANDIDATE

The ideal candidate will be accurate, detail-oriented and self-directed with strong organizational skills and an ability to evaluate situations in context of the “big picture”. Must analyze complex financial transactions and prepare accurate, concise reports for management use. Strong communication skills and the ability to meet constantly changing priorities a must. Experience in budget accounting, payroll and benefit processes, preferably in an educational environment is highly desirable. An intermediate ability to create spreadsheets, write formulas and analyze pivot tables is also preferred.

DEFINITION:
Under general supervision by the Director of Business Services, to perform professional accounting work related to the preparation and maintenance of College accounting procedures and records; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:
This is an experienced professional accounting class, in which incumbents are expected to independently perform the full range of accounting duties. This class is distinguished from Senior Accountant which performs more advanced and technical professional accounting.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

· Reviews accounting documents to ensure accuracy of information and calculations and makes correcting entries;
· Examines supporting documentation to establish proper authorization and conformance with agreements, contracts, and state and federal regulations;
· Prepares and maintains control and subsidiary accounting records involving a variety of transactions and accounts;
· Prepares trial balances and financial reports;
· Prepares journal entries and periodic reconciliations of general ledger, journal, subsidiary accounts, credit card and bank statements;
· Compiles and prepares financial statements, general and subsidiary ledgers and supporting schedules;
· Maintains expenditure and budgetary control accounts;
· Prepares accounts payables warrants and remittance advice for mailing;
· Prepares health benefits and retiree refunds for payment;
· Prepares billings to outside agencies for services provided by the college;
· Maintains a database of bad debt accounts; sends to collection as appropriate;
· Verifies bank deposits, counts coins, cash and checks, ensures all checks are endorsed;
· Using information from human resource documentation, updates and maintains the payroll master file e.g. updating deductions, calculating health and welfare allowance changes, inputting new salary schedule;
· Prepares cash transfers and loans between funds;
· Maintains complete accounting recordkeeping on state, county and other funding sources;
· Performs cost and rate studies and analyzes cost factors;
· Reviews current accounting practices and procedures and recommends modifications and revisions;
· Conducts internal audits and assists with field audits on an assigned basis.
MINIMUM QUALIFICATIONS:
Knowledge of:
Principles and practices of public sector accounting in a college setting.
Fundamental concepts and basic methods of internal auditing.
Systems and methods of budget development, tracking and monitoring.
Accounting systems and procedures; GAAP; GASB.

Skill in:
Preparing and analyzing complex financial documents.
Reading, interpreting and applying complex accounting codes and regulations.
Establishing and maintaining effective working relationships with those contacted in the course of the work.
Working with advanced spreadsheet features and word processing software.
Extracting and analyzing data from accounting system.
Exercising sound independent judgment within established guidelines.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Equivalent to graduation from a four year college or university with at least 15 units in accounting, finance, business administration, or a closely related field and two years of professional accounting experience, preferably in a public agency or education setting.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:
Manual dexterity to operate keyboards and manipulate papers; speech and hearing to communicate effectively; vision to read text, forms and computer screens. This work is performed indoors in a typical office environment.

COMPREHENSIVE BENEFIT PACKAGE INCLUDING:

HEALTH INSURANCE
The district provides fully-paid medical, dental and vision insurance for employees and their eligible dependents.

RETIREMENT
PERS 2% at 55 plan (employee pays the 7% employee contribution) with single highest year, credit for unused sick leave. The district also participates and contributes to Social Security (employee pays the 6.2% employee contribution).

DEFERRED COMPENSATION
The District offers a 457 plan through CalPERS. The District provides a matching 1% deferred compensation contribution.

LEAVES
Classified employees: earn one (1) day of paid vacation for each month of paid service during first five years of service (1.25 days after five years and 1.75 days after ten years), 12 sick days leave per fiscal year (may use up to 7 days of sick leave in any school year for personal necessity) and receive two (2) personal business days per year and 14 paid holidays.

LIFE INSURANCE
A $50,000 term life insurance policy is provided

APPLICATION PROCESS
To be considered for this excellent career opportunity, please submit the required documents (listed below) to the Human Resources Office no later than Monday May 21, 2012 at 5:00 pm.

1) A completed and legible District Classified Application – (required) available on the district’s website at:
   http://www.gavilan.edu/jobs/apps/classified.html
2) Current resume of education and experience (required)
3) Cover Letter or Letter of interest (required) addressing the following areas: skills with computers/software, customer service skills and ability to manage multiple projects simultaneously (required)

4) Affirmative Action Applicant Survey form (optional)

Human Resources Office
5055 Santa Teresa Blvd., Gilroy, CA 95020
Phone: (408) 852-2823 Fax: (408) 846-4944
hr@gavilan.edu

YOUR APPLICATION MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (NOT POSTMARKED) BY 5:00 PM ON MONDAY, MAY 21, 2012. Interviews tentatively scheduled for June 13-14. Application materials are accepted via e-mail, fax, mail or in person. Applicants who best meet the selection criteria will be asked to participate in a panel interview. Final candidates will undergo a background check, will need to provide proof of freedom from tuberculosis, and must be eligible to work in the United States. Please note: the District does not reimburse for expenses related to the interview process.

ABOUT OUR ORGANIZATION AND THE COMMUNITIES WE SERVE
Gavilan Joint Community College is a single district, public community college offering a wide range of services, including programs of continuing study in liberal arts, pre-professional, business, vocational and technical fields. To augment the curricular offerings the district operates two instructional sites in Hollister and Morgan Hill, with a main campus in Gilroy, California. In fiscal year 08/09 Gavilan served an estimated 16,350 students and employed 240 full-time equivalent permanent employees and approximately 250 part-time faculty.

The district is near cultural and recreational resources in the San Francisco and Monterey Bay areas and has long been an agricultural center. The Gilroy campus rests in a natural and tranquil park-like setting against the foothills that form the western boundary of the Santa Clara Valley and is located 35 miles south of San Jose, 80 miles south of San Francisco, and 40 miles northeast of the Monterey Coast.

NON-DISCRIMINATION STATEMENT
Gavilan College does not discriminate on the basis of race, gender, ethnicity, religion, national origin, age, disability, or disabled veteran status in providing educational services and programs, or in the employment process, pursuant to Federal and State statutes and regulations pertaining to unlawful discrimination.