SELECTION PROCEDURE

Following the closing date, applications will be reviewed to ensure accuracy and completeness, and to evaluate qualifications, etc. Candidates selected for further consideration will be limited to those applicants in the competitive group who best meet the qualifications for this position. Interviews will then be conducted by a selection committee for final selection and recommendation for employment.

For application/additional information:

Telephone: (562) 860-2451 x2284

Web Site: http://www.cerritos.edu

Human Resources Hours:
8:00 AM - 5:00 PM (Monday through Friday)
The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, race, color, national origin, religion, age, sex, veteran status, physical disability, mental disability, ancestry, sexual orientation, on the basis of these perceived characteristics, or on association with a person or group with one or more of these actual or perceived characteristics.

**PROFILE**

Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college’s district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 23,000 students. Visit Cerritos College online at http://www.cerritos.edu/.

The Accounting Technician III reports to the Accounting Manager in Fiscal Services. The Fiscal Services Department operates the Accounting, Budget and Payroll Units while maintaining the fiscal integrity of the District through adherence and compliance with sound business practices, District policies and regulatory agencies requirements in order to safeguard District resources and assure continuation and stability of the institution. This is accomplished while providing excellent customer service to all areas of the college community.

The Accounting Technician III will have knowledge of and demonstrated competence in financial record keeping duties associated with the processing and completing of accounting transactions for various accounts. This position will assume responsibility for one or more elements within a complete accounting system, such as accounts receivable, cash management, accounts payable, fund accounts, general ledger, account and bank reconciliation, and limited-scope financial statements. The position requires accuracy and attention to detail, the ability to manage multiple projects and the ability to meet deadlines are essential.

The sample of the duties and responsibilities are:

- Receives cash and cash equivalents from a variety of sources. Verifies amounts and balances to supporting documentation. Enters information into appropriate accounts as required. Prepares deposits and other transmittals.
- Posts, assembles, tabulates and reconciles financial and statistical data to support the monthly and annual closing of books
- Analyzes, prepares, processes and reconciles accounts payable and receivable transactions and miscellaneous reimbursement items for accounting and disbursement.
- PeopleSoft or other enterprise information system.

**DUTIES AND RESPONSIBILITIES**

A job description with duties and responsibilities, knowledge, skills and abilities for this classified position can be found on the Human Resources page of the college website at www.cerritos.edu/hr. Candidates are advised to review this job description.

**EMPLOYMENT STANDARDS**

**Education and Experience:**

The position requires completion of high school, or the equivalent, plus post-secondary courses in bookkeeping or accounting and 4 years experience in a production oriented record keeping or cashiering capacity.

**SALARY/FRINGE BENEFITS**

- Grade 34 on District Salary Schedule ($3,809.00-$4,579.00/month).
- Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance ($50,000).
- Participation in the Public Employees Retirement System and Social Security.

**CONDITIONS OF EMPLOYMENT**

- Hours: 8:00 am - 4:30 pm (Monday - Friday)
- This is a full-time 12 - month classified position.
- Initial placement of employees on Classified Salary Schedule is at Step 1. After six months of successful probationary employment, employee is placed at Step 2.
- Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

**APPLICATION DEADLINE**

This position is open until filled, but the priority date for an application to be considered in the initial selection committee review is 5:00 PM on September 9, 2015. The position may close for consideration of applications on the above priority date or any time thereafter, and interested persons are encouraged to submit their applications and supporting materials so that they are received not later than 5:00 PM on September 9, 2015. It is the applicant’s responsibility to ensure that all application materials are received. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at least 72 hours prior to the priority closing date or the date(s) of interview.

**APPLICATION PROCEDURE**

Interested applicants must submit:

- Letter of interest
- Completed District Classified employment application form
- Resume

ALL ABOVE MATERIALS ARE TO BE SUBMITTED TO THE FOLLOWING ADDRESS:

HUMAN RESOURCES
CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA 90650-6298