



The ACADEMY

South Bay Regional Public Safety Training Consortium

560 Bailey Ave., San Jose, CA 95141 ♦ Phone (408) 229-4299 ♦ Fax (408) 229-4298

Senior Accounting Technician

Job Announcement

SALARY- Range 102

\$5,554.20 - \$6,751.27 Monthly

DEFINITION:

Under the general supervision of the Director of Administrative Services, the Senior Accounting Technician performs a variety of accounting support services for the Consortium, including purchasing, accounts payable, accounts receivable and a variety of internal cash receipts disbursements, and performing other related duties as assigned.

ASSIGNMENT:

This is a non-exempt position. General assignment is 40-hours per week, normally 8:00 am - 5:00 p.m. Monday through Friday, 12 months per year. There may be limited weekend and weeknight hours based on Consortium needs.

DISTINGUISHING CHARACTERISTICS:

This position provides direct support to business and fiscal services by performing a full range of bookkeeping and business functions. Under the general supervision of the Director of Administrative Services, the position has frequent contact with client agencies, students, vendors, partner colleges and various internal staff. Strong organization skills and the ability to work in a fast-paced environment while managing multiple tasks are essential. The ideal candidate is able to work without close supervision, is a strong problem-solver and shows strong attention to detail.

EXAMPLES OF DUTIES:

Depending on assignment, duties include, but are not limited to, the following:

- Receive all incoming cash, checks, and credit card payments, reconcile and post to correct classes/students on Consortium class scheduling software, and/or post to accounts in the Consortium accounting software.
- Invoice for accounts receivable, follow up on outstanding invoices, perform initial collections on accounts past due.
- Post payments on accounts, balance and post petty cash, prepare master deposits.
- Post transfers of FTES revenue share amounts to agency's training credits accounts.
- Prepare and upload transmittals to bank.
- Process refunds to clients.
- Balance and reconcile Bookstore deposits, post in separate Bookstore accounts.
- May create purchases orders and send to vendors.
- May reconcile accounts payable; post encumbrances and expenditures to a computerized ledger.
- May follow up on the status of orders for the Consortium or the Bookstore.



A Consortium of Community Colleges Dedicated to Innovative Public Safety Training

<http://www.theacademy.ca.gov>

3/30/2022

- Provide information and assistance for internal and external audits of expenditure and compliance issues as required.
- Act as back-up to the Senior Payroll / HR Specialist for payroll purposes.
- Update and maintain job codes as required in computerized accounting software.
- Assist in the performance of duties for year-end closing and audit work.
- Perform other duties reasonably related to job classification.

QUALIFICATIONS:

Knowledge of:

- Principles, practices, methods and terminology used in general accounting and fund accounting.
- Governmental financial record-keeping methods and accounting environments preferred.
- Computerized financial record-keeping methods, procedures and practices, Windows based software packages (QuickBooks), electronic communications methods - fax and e-mail; and modern office practices including filing.
- Pertinent State, Federal and local laws, codes and regulations.

Ability to:

- Apply accounting procedures and practices to the analysis of complex accounting problems.
- Analyze and interpret accounting data.
- Coordinate multiple tasks; apply judgment and discretion.
- Understand and apply applicable rules, regulations, policies and procedures.
- Determine work priorities, work independently, meet deadlines and follow through on tasks.
- Interpret and explain Consortium policies and procedures.
- Utilize mathematical skills to add, subtract, multiple and divide using whole numbers, common fractions, and decimals; convert from one unit of measure to another; compute rate, ratio and percent to calculate figures and amounts such as salaries, percentages and proportions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships.
- Effectively communicate and interact with persons of diverse socio-economic and ethnic backgrounds.
- Work as part of a team to accomplish goals and objectives.
- Establish and maintain cooperative and effective working relationships with others.

Experience and Education:

Any combination of experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to acquire the knowledge and abilities would be: education equivalent to a minimum of two years of college with course work in accounting, bookkeeping, or business management or at least four years of experience performing computer-based accounting or bookkeeping. Associates or bachelor's degree preferred.

BENEFITS:

This is a full-time non-exempt position with 18 paid holidays, 15 paid vacation days, 12 sick days, accumulated annually. The Consortium offers Medical, Dental, Vision plans to employees and dependents. The Consortium Retirement Plan (457b) is competitive (but not PERS/STRS) with a 6% Consortium Retirement Plan Match.

SALARY:

Range 102 = \$66,651.48 - \$81,015.24 annually based upon the 2021-22 Salary Schedule. Starting salary will be commensurate with experience.

APPLICATION REQUIREMENTS:

Applications meeting required qualifications will be forwarded to the interview committee. It is the responsibility of the applicant to submit all application materials as a complete package by the closing date. Applications will not be considered unless the package includes the following required documents:

- Completed job application (available at www.theacademy.ca.gov)
- Resume listing education and experience
- Brief personal statement describing training, experience and qualifications
- Unofficial transcripts demonstrating minimum educational qualifications
(Official transcripts required at time of job offer)

CANDIDATES MUST ASSUME ALL TRAVEL COSTS IF INVITED TO INTERVIEW FOR THE POSITION.

Racial/ethnic minorities, women, persons with disabilities and Vietnam veterans are encouraged to apply for all positions. We are an equal opportunity employer and in compliance with Title IX and Regulation 504. The successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States. We are unable to return or duplicate application materials.

Submit application materials to:

Ernie Smedlund, Director of Administrative Services

560 Bailey Ave.

San Jose, CA. 95141

Phone 408-229-4255

Fax 408-229-4298

Email: esmedlund@theacademy.ca.gov

Closing Date: April 29, 2022

South Bay Regional Public Safety Training Consortium is an Equal Opportunity Employer committed to nondiscrimination on the basis of ethnicity, race, color, language, accent, immigration status, ancestry, national origin, age gender, religion, sexual orientation, transgender, marital status, veteran status, medical condition, and physical or mental disability consistent with applicable federal and state laws. Reasonable accommodation will be provided for applicant with disabilities who self-disclose.