



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Filing Deadline: October 18, 2019, at 5:00 p.m.

**Accounting Specialist (40 hrs/wk @ \$21.42/hr)
Short Term Non-Continuing Assignment (STNC)**

BASIC FUNCTION:

Under direction of the Fiscal Director, performs specialized accounting functions such as accounts payable and other office type duties.

REPRESENTATIVE DUTIES:

Accounts Payable

Check budget codes on purchase orders for available funds or assign budget codes.

Processes travel requests; prepares advances; reconciles travel claims.

Processes approved purchase orders, including a final review of purchase order; distributes approved/numbered purchase orders to vendors and staff.

Receives and reviews invoices; assures that charges are made to the approved budget code; facilitates resolution of problems and issues with vendors related to purchase orders and invoices

Pays invoices; inputs invoice data into computer system; runs a prelist report and proofs for accuracy pursuant to audit requirements; delivers to the county office of education for final auditing and check printing, receives checks from the county office of education and distributes to vendors.

Inventory: Maintains inventory records by tagging, entering data into computer, and balancing data to the general ledger for related funds.

Other Duties: Operates a variety of office equipment including a computer and Microsoft Office software, and data base software, typewriter, calculator, copier and others as applicable.

Collects and compiles statistical and financial data and other information; prepares and maintains a variety of correspondence, reports, documents, forms, records, and files; assures proper controls for auditing purposes.

Receives inquiries from vendors, students, staff, auditors, and others; provides information and assistance regarding records, laws, policies, procedures, rules, regulations, and other issues in area of specialty.

Orders, receives, and maintains an inventory of office supplies and other materials; receives, opens, and distributes mail; receives and screens visitors and telephone calls; attends meetings and workshops as directed.

Performs related duties as assigned by Director.



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QUALIFICATIONS

Knowledge of: Accounting practices and principles; rules, regulations and technical aspects related to the assigned area of accounting specialty; computer applications for accounting and auditing functions; modern office practices, procedures, and equipment; interpersonal skills using tact, patience, and courtesy; verbal and written communication skills; and basic arithmetic.

Ability to: Learn, interpret, apply, and explain laws, policies, procedures, rules, and regulations related to the operation the department; perform technical accounting work in the preparation, maintenance, and review of District financial records, accounts, and reports; balance accounts and reconcile bank accounts; accurately process and record accounting transactions; maintain a wide variety of complex and computerized files, records, and reports; establish and maintain cooperative and effective working relationships with others; communicate effectively verbally and in writing; analyze situations accurately and adopt an effective course of action; meet schedules and timelines; plan, organize, prioritize, and schedule work; work independently with little direction; work confidentially with discretion Complete work with interruptions and distractions; operate a variety of office equipment including a computer terminal, microcomputer and word-processing, spreadsheet, and data base software, typewriter, calculator, copier, and others as applicable.

WORKING CONDITIONS

Office environment; subject to interruptions and distractions. Physical demands include sitting, standing, reaching, bending, walking, and light lifting (up to 15 lbs).

SALARY AND BENEFITS:

This is a Short-Term Non-Continuing (STNC), temporary, hourly position, 40 hours per week, \$21.42 per hour. Ed Code 88003 authorizes a governing board to hire STNC employees for less than 75% of a school year, up to 180 days.

APPLICATION PROCEDURE: Submit the following to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482. These materials may also be scanned and submitted electronically via email to Human Resources, HRrecruiting@mendocino.edu, or faxed by the deadline date above to 707-467-1023.

- Completed Mendocino College Non-Academic Application and Voluntary Applicant Survey: https://www.mendocino.edu/sites/default/files/docs/personnel/application-classified_0.pdf
- Cover letter
- Resume

Interviews are by invitation only.

The college does not reimburse applicants for related travel expenses.



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THE COLLEGE: Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community, rich in culture, creativity, diversity, and technology. A fully accredited two-year community college, the District serves more than 5,000 students across four locations in the greater parts of Lake and Mendocino Counties. Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College prepares students for a future of innovation and success.

The beautifully landscaped main campus is located in Ukiah, California. With views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a state-of-the-art Library/Learning Center, high-tech Nursing Facility, and Student Center. The college operates two fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College provides a wide variety of degree, certificate, transfer, occupational, and basic skills programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

THE COMMUNITIES: Mendocino and Lake Counties include some of California's most picturesque landscape. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area with some light manufacturing. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for retirement and vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf.

***Mendocino College** welcomes applications from all qualified candidates who demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students.*