



El Camino College

Accounting Assistant III (Payroll)



ABOUT THE ROLE

Under the direction of an assigned supervisor, perform complex clerical accounting duties in specially funded projects, payroll, employee benefits or District accounting; prepare, process and assure accuracy of financial records, reports and documents.

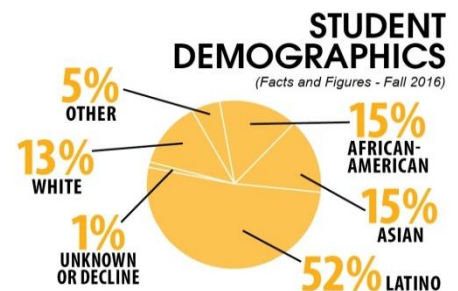
The Accounting Assistant III classification is assigned a broader, more complex set of accounts involving a complete program or functional responsibility with considerable interaction with other accounting or program personnel and the responsibility for checking or verifying the work of other accounting personnel. Incumbents in the Accounting Assistant I classification perform routine financial record keeping tasks under close supervision according to prescribed methods and procedures. The Accounting Assistant II classification operates with more freedom to act in more difficult or complex accounts with more direct accountability for a set of accounts.

MISSION STATEMENT

El Camino College makes a positive difference in people's lives. We provide innovative and excellent comprehensive educational programs and services that promote student learning, equity, and success in collaboration with our diverse communities.

ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals. As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students.



ACCOUNTING ASSISTANT III (PAYROLL)

Division: Fiscal Services

Posting Closing Date: 1/29/2024

Req: C2324-021

Position Type: Classified

REPRESENTATIVE DUTIES

Perform complex clerical accounting duties in an assigned functional area such as specially funded projects, payroll, employee benefits or financial aid accounts.

Receive, audit and verify financial or statistical documents related to assigned function; assure accuracy, completion and adherence to legal and procedural requirements.

Prepare required local, State and federal reports assist as directed in preparing special projects and reports.

Review, check and process a variety of documents including claims, invoices, vouchers and others; assure accuracy and timely processing of data, forms and reports.

Maintain various financial or statistical records and reports; make and verify extensions; compute and record financial transactions and prepare summaries.

Operate a personal computer or computer terminal to enter, update and compile financial and statistical data; arrange, review and verify data; generate lists and reports according to established guidelines.

Compile a variety of statistical data for reports relating to assigned function; file records and pertinent documents as appropriate.

Respond to questions from employees, vendors, contractors and others; explain laws, rules, regulations, contracts and other documents concerning District accounting procedures.

Perform other accounting clerical work in recording, assembling, tabulating and reconciling financial data; prepare warrants, invoices, time records, requisitions and similar fiscal documents.

Operate various office machines including typewriter, adding machine, copier, calculator, personal computer.

Compare, check and verify numerical data and financial documents; detect, trace and correct errors and discrepancies; adjust accounts in accordance with approved accounting procedures.

Perform related duties as assigned.

JOB QUALIFICATIONS

Education and Experience:

2 years of College Accounting courses and 5 years experience or equivalent work experience.

OTHER DESIRED QUALIFICATIONS

Knowledge/Areas of Expertise:

Bookkeeping principles and financial record-keeping practices used in preparing financial or statistical reports in an automated accounting system.

Financial and statistical record-keeping techniques.
District organization, operations, policies and objectives.
Applicable sections of State Education Code and other applicable laws.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Operation of office machines and computer-related equipment.
Modern office practices, procedures and equipment.
Telephone techniques and etiquette.

Abilities/Skills:

Perform complex clerical accounting duties related to specially funded projects, payroll, employee benefits or District-level accounting.
Compare numbers and correct errors and discrepancies.
Maintain complex financial records, verify data and prepare accurate reports.
Apply bookkeeping and financial record-keeping principles.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Type at an acceptable rate of speed.
Work independently with little direction.
Use tact, patience and courtesy in interpersonal interactions.

WORKING CONDITIONS

Typical office setting.
Dexterity of hands and fingers to operate a keyboard.
Exchange information in person and on the telephone.
Sit for extended periods of time.
Lift and carry up to 25 lbs.
Move from one work area to another as needed.
High volume telephone usage.
Extensive computer work.

CLOSING DATE: MONDAY, JANUARY 29, 2024

Starting salary is \$5,338 per month.

Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$6,839 per month). Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

CONDITIONS OF EMPLOYMENT

This is a full-time, twelve-month position subject to a probationary period. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive work days. Schedule may vary to include hours outside of the normal work schedule and weekends depending on operational need.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted,

submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](http://www.maxient.com)

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely.

Retirement

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Résumé including educational background, professional experience, and related personal development and accomplishments.
3. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE PDF** document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

IMPORTANT NOTE: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. ***You may check the status of your application online.***

If you need assistance you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

El Camino College
HR Service Partner
Mark Rogers
310-660-3593, Ext. 3479
mrogers@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

JEANNE CLERY ACT COMPLIANT

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published an Annual Security Report and all required statistical data. This publication includes Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.

EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.