

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Central Services

Accounts Payable Assistant

Job #07-044

Closing Date: 10/13/06

The Foothill-De Anza Community College District is currently accepting applications for **Accounts Payable Assistant, Central Services**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Perform accounting and control procedures for the District Accounts Payable department. Maintain financial and statistical records, receive financial documents and screen for accuracy, adhering to legal and procedural requirements. Assemble, tabulate, check, and file financial data. Process financial transactions. Compare purchase orders against invoices and receiving documents. Assign codes and numbers to accounts, vendors, and clients. Make contact with vendors, staff, students and the public to discuss financial transactions and to resolve problems. Enter and update records through the Financial Records System (FRS). Contact banks' data processing centers to resolve issue control problems and place stop payments. Audit, research, and process invoices and/or reports. Prepare bank transactions for cash disbursements. Maintain physical control over payroll and financial aid checks through data processing, check signing, and initial distribution. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Two years of experience maintaining financial and statistical records.
3. College level courses in accounting, business, or a related field.

PREFERRED QUALIFICATIONS:

1. One year of college level coursework in accounting or bookkeeping.
2. Knowledge of the organizational methods and procedures used in an accounting office.
3. Knowledge of the methods, practices and terminology of processing financial documents and working with reports.
4. Knowledge of general office procedures and practices.
5. Knowledge of accounting and auditing principles and procedures as they apply to a community college.
6. Knowledge of applicable federal and state rules and regulations.
7. Ability to convey policies and procedures to college staff and outside vendors.
8. Ability to perform general clerical work and make arithmetical calculations with speed and accuracy.
9. Ability to maintain fiscal and statistical records accurately.

10. Ability to learn and comprehend the operation and use of microcomputer equipment.
11. Ability to enter data by using touch-method key-boarding and 10-key skills.
12. Ability to identify information, problems, or miscalculations rapidly.

APPLICATION MATERIALS:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

CONDITIONS OF EMPLOYMENT

Salary: \$3,329.20 per month plus benefits; level N-40

Position: Full-time, Permanent, 12 months per year

Starting date: As soon as possible upon completion of the search process.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

-OVER-

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services
Foothill-De Anza Community College District
12345 El Monte Road
Los Altos Hills, California 94022
(650) 949-6217
Email: employment@fhda.edu
<http://www.fhda.edu>