

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

De Anza College

Accountant, Occupational Training Institute

Job #07-138

Closing Date: 02/23/07

The Foothill-De Anza Community College District is currently accepting applications for **Accountant, Occupational Training Institute, De Anza College**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Director, Budget and Personnel, perform a variety of professional accounting tasks in the analysis, maintenance and auditing of financial and accounting records for assigned OTI accounts. Analyze and prepare financial statements, reports, accounts and revenue and expenditure records. Perform a variety of accounting duties including review of account codes, input of journal entries, and communication with college personnel and outside governmental agencies. Prepare grant and categorical budget applications upon request. Prepare financial data for quarterly reports and budgets. Prepare a variety of financial reports including income statements, balance sheets, budgets, and other reports. Prepare, review and process invoices to different OTI program accounts. Assure the proper balance of accounts payable and accounts receivable. Audit and allocate program revenue and expenses. Reconcile revenue and expense for assigned programs, centers or various district funds. Update current systems to support changes in technology. Prepare and review journal entries for various departments. Research, analyze and recommend solutions to various complex budgetary and accounting problems. Perform 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. Any combination equivalent to a Bachelor's degree in accounting, finance or related field.
3. Three years experience in the preparation and maintenance of financial and accounting records.

PREFERRED QUALIFICATIONS:

1. Ability to meet schedules and timelines.
2. Ability to communicate effectively both orally and in writing.
3. Proficient in MS Word and Excel.

In addition, successful candidates will demonstrate the following:

1. Knowledge of the general accounting, budget and business functions of a school district.
2. Experience in multiple grants accounting.
3. Ability to perform a variety of professional accounting tasks such as analysis, and the maintenance and auditing of financial and accounting records.
4. Ability to analyze and prepare financial statements, reports, and accounts and revenue and expenditure records.
5. Ability to assure compliance with applicable District policies, procedures and governmental regulations.
6. Ability to maintain accurate financial and statistical records and statements.
7. Ability to analyze situations accurately, exercise sound judgment, and work independently to adopt an effective course of action.
8. Ability to plan, coordinate, evaluate, and execute solutions to complex accounting problems.
9. Ability to verify, reconcile, balance, audit and adjust accounts.
10. Ability to establish and maintain cooperative and effective working relationships with others.
11. Ability to operate and maintain a computer and other office equipment.
12. Ability to demonstrate strong organizational skills.

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. Cover letter addressing your qualifications for the position of Accountant, Occupational Training Institute.
4. 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.

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CONDITIONS OF EMPLOYMENT

Salary: \$4,341.99 per month plus benefits; level N-51

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.

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>