

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Central Services

Accountant (Construction)

Job #07-184

Closing Date: 05/18/07

The Foothill-De Anza Community College District is currently accepting applications for **Accountant (Construction), Central Services**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Accounting Supervisor, perform a variety of professional accounting work in the analysis, maintenance and auditing of financial and accounting records for project accounts, centers and/or programs. Analyze and prepare financial statements, reports, accounts and revenue and expenditure records related to the District's general obligation bond programs. Perform high-level professional accounting tasks and auditing work in the analysis of financial reports related to project and construction accounting and the development of special financial projects at the District-level. Enter information into appropriate computerized system. Review account codes, input entries and review cash flow reports. Assure the proper balance of accounts payable and accounts receivable. Audit and process payment requests. Reconcile bank escrow accounts related to construction contracts; disburse checks as appropriate. Update current systems to support changes in technology. Prepare and review journal entries for various departments including payroll accrual, interest from investments, sales tax reclassification and other entries. Communicate with various school personnel to provide accounting information and support. Communicate with outside contacts regarding bank transactions and other accounting related issues. Audit and assist with physical inventory. Review bank escrow accounts and statements for irregularities and make corrections. Provide work direction and guidance to students or other accounting personnel. 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.

In addition, successful candidates will demonstrate the following:

1. Knowledge of general accounting and construction accounting practices, procedures and terminology.
2. Knowledge of financial and statistical record keeping techniques.
3. Knowledge of modern office practices, procedures and equipment.
4. Knowledge of the general accounting, budget and business functions of a school district.

5. Ability to prepare financial statements and comprehensive accounting reports.
6. Ability to effectively communicate both orally and in writing.
7. Ability to effectively use interpersonal skills with tact, patience and courtesy.
8. Ability to perform a variety of professional accounting work in the analysis, maintenance and auditing of financial and accounting records.
9. Ability to analyze and prepare financial statements, reports, accounts and revenue and expenditure records.
10. Ability to maintain accurate financial and statistical records and statements.
11. Ability to verify, reconcile, balance, audit and adjust accounts.
12. Ability to establish and maintain cooperative and effective working relationships with others.
13. Ability to work independently with little direction.
14. Ability to plan and organize work.
15. Ability to meet schedules and timelines.
16. Ability to operate a computer and use other office equipment.
17. Ability to make arithmetic computations with speed and accuracy.

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.
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.

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.

-OVER-

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>