

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS****This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**Position: Program Account TechnicianDepartment: LibraryTime (FTE): 100% Term (months/year): 12Work Schedule (Days, Hours): 8-5 M-FSalary Schedule (Range): A-79

Background and Rationale (use back of form if additional space is needed): The position carries out all the purchasing of library materials, including large database purchases through consortia contracts, as well as all equipment, furniture, and supplies. There is no one else who performs this work in the library so essential to maintain access to library databases and current collections.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.).

Please list the Account Number(s) and Budget Amount(s) that is/are being used to fund this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s): 11000-321200-211000-612000 -2100 100 % Amount \$ \$99,843
Account Number(s): _____ % Amount \$ -97,268

Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: Projection based on EZ salary projection Salary & Benefits

Signatures:

Romelia Salinas 6/7/2022
1. Requesting Manager Signature Date

Julie M. Fowler 6/22/22
2. Division Vice President Signature Date

Boo Boice 06/28/22
3. Chief Compliance/Budget Officer Signature Date

Julie M. Fowler 6/29/2022
4. Human Resources Signature Date

Buchanan 7/7/2022
5. Vice President, Human Resources Date

☒ Funding available ☐ Funding not available Position Number: CA9532 Contract Number: _____

Comments: _____

Reviewed by President's Cabinet, the following action was taken on the above request:

☒ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: _____

Rationale: _____

William J. Smoggin July 12, 2022
6. Signature of President/CEO Date

PROGRAM ACCOUNT TECHNICIAN

DEFINITION

Under general supervision, performs a variety of routine technical accounting and administrative support duties in the preparation, maintenance, and processing of financial expenditures, reimbursements for assigned program, department, and/or division; balances and maintains accounting and financial records in coordination with the Fiscal Services Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned managerial personnel. Exercises no supervision of staff. May provide training to student or hourly workers, and to support staff, as assigned.

CLASS CHARACTERISTICS

This is the journey-level class in the Program Account support class series. Incumbents perform the full range of routine administrative support and accounting technical duties for various College programs. Incumbents at this level are capable of performing varied technical and account support activities, including providing assistance to the students and staff regarding accounting support activities. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Program Account Specialist class in that the latter performs advanced journey-level technical accounting and fiscal support work and may perform work of higher level of complexity and difficulty.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Performs a variety of routine technical accounting support duties, including balancing, maintaining, and reconciling accounts and financial information according to established policies and procedures.
2. Reviews and verifies reports, and a variety of financial transactions and documents, including requisitions, purchase orders, expense reports, reimbursements, travel reimbursements, and related paperwork; ensures accuracy of checks, data, forms, and reports.
3. Reviews a variety of expenditures, and account codes; ensures fund availability and verifies management approvals, or Board authorization.
4. Assists in the preparation of the program, department, division, and/or budget; prepares budget transfers and journal entries requests; assists with budget projections and responds to related inquiries; communicates with departments regarding budget transfers and balances for the program.
5. Reviews and verifies financial information or statistical documents related to the assigned function; researches and makes necessary account recommendations. Reviews correct account coding to ensure expenditures are in appropriate accounts. Prepares, reviews, and processes requisitions; maintains log of requisitions submitted and completed.
6. Reviews, verifies, and processes new hire paperwork; submits completed packets for management review and to Human Resources.
7. May audit and process employee timesheets before submitting to Payroll.
8. Coordinates communication, budgeting, and accounting activities with other departments and personnel, governmental agencies, private agencies, and vendors for the program.
9. Assembles, tabulates, and reconciles financial and statistical data; and researches and resolves discrepancies.
10. Maintains a wide variety of accounting and financial records, and reports; analyzes documents for payment; analyzes accounts.
11. Generates and assists in the preparation of monthly, quarterly, and year-end financial, summary and technical reports; and closing functions for department/division.

12. May assist in the preparation of yearly program plans and transmits data to appropriate funding sources as required by state and/or federal regulations.
13. Analyzes and develops reports to assess the status of the assigned department or program budget, project expenditures; reconciles funding discrepancies.
14. Processes information and develops reports using standard word processing and spreadsheet software, as well as, accounting, financial, and other related electronic information systems.
15. Participates on committees, task forces, and special assignments including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas, if needed.
16. Performs other related or lower classification duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Terminology and practices of financial and account document processing and record keeping and general accounting practices and procedures.
2. Applicable federal, state, and local laws, regulatory codes, ordinances, as well as College policies, procedures, and objectives relevant to assigned area of responsibility.
3. Principles and practices of data collection and report preparation.
4. Business arithmetic, statistical and basic financial techniques.
5. Financial and statistical record keeping principles and procedures.
6. Modern office practices, methods, and computer equipment and computer applications, including word processing, database, and spreadsheet software.
7. English usage, spelling, vocabulary, grammar, and punctuation.
8. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Skills & Abilities to:

1. Perform detailed financial office support work accurately and in a timely manner.
2. Train and provide work direction and guidance to others as directed.
3. Respond to and effectively prioritize multiple phone calls and other requests for service.
4. Interpret, apply, and explain applicable policies and procedures.
5. Compose correspondence and reports independently or from brief instructions.
6. Make accurate arithmetic, financial, and statistical computations.
7. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
8. Establish and maintain a variety of filing, record keeping, and tracking systems.
9. Understand and follow oral and written instructions.
10. Organize own work, set priorities, and meet critical time deadlines.
11. Operate modern office equipment including computer equipment and specialized software applications programs, 10-key calculator by touch, copier/scanner, printer, fax machine, currency and coin counters, cash register, and bankcard systems.
12. Use English effectively to communicate in person, over the telephone, and in writing.
13. Understand scope of authority in making independent decisions.
14. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
15. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
16. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level accounting or related courses from a regionally accredited college or university and two (2) full time equivalent years of administrative, accounting, or general fiscal support experience, preferably within a higher education setting.

Preferred Qualifications:

A Bachelor's degree from a regionally accredited college or university in one of the above-mentioned fields.

Licenses and Certifications:

The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.