

**MT. SAN ANTONIO COLLEGE – HUMAN RESOURCES**  
**REQUEST TO FILL – STAFF and ADMINISTRATIVE POSITIONS**  
**(Instructions for completing this form begin on page 2)**

☐ Classified    ☐ Confidential    ☐ Administrative  
☐ Temp Special Projects Administrator (see [AP 7135](#))    ☐ Out-of-Class Assignment

**A**

Position: \_\_\_\_\_ FTE (%): \_\_\_\_\_  
Division: \_\_\_\_\_ Department: \_\_\_\_\_  
Term (month/year): \_\_\_\_\_ Salary Schedule (Range): \_\_\_\_\_  
Work Schedule (Days, Hours): \_\_\_\_\_

**B**

**Previously Budgeted Position - Vacant (Incumbent Separated/Separating)**

Incumbent name: \_\_\_\_\_ Last date of employment: \_\_\_\_\_  
Reason for vacancy: \_\_\_\_\_

**Newly or Previously Budgeted Position - Never Filled**

Fiscal Year Budget Approved: \_\_\_\_\_ Budget Source (e.g., NRA, Grant Name): \_\_\_\_\_

**Out-of-Class Assignment Reason** ☐ Incumbent on Leave ☐ Vacancy ☐ Back-Fill

**C**

**Rationale/Operational need for and consequence of not, filling this position (attached additional page if needed):**

**Area Vice President Initials:** \_\_\_\_\_

**D**

**Budget information to fund this position:**

Account Number: \_\_\_\_\_ Amount: \_\_\_\_\_ % \$ \_\_\_\_\_

Account Number: \_\_\_\_\_ Amount: \_\_\_\_\_ % \$ \_\_\_\_\_

Fund (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 (grant/temporary funded): Beginning date: \_\_\_\_\_ End date: \_\_\_\_\_

Comments / Please list any changes in the budgeted position (e.g. title, FTE, Term, etc.):

**Fiscal Use Only:**    Funding available    Funding not available | Position # \_\_\_\_\_ Contract # \_\_\_\_\_

**E**

**Signatures - print/sign/date (to be completed in numerical order):**

1. Requesting Manager: \_\_\_\_\_ *Madelyn A. Arballo*  
2. Division Vice President: \_\_\_\_\_ *Madelyn A. Arballo*  
3. Applicable Human Resources Manager: \_\_\_\_\_ *Stacy Manfredi TDH* 7/24/24  
4. Chief Compliance/Budget Officer: \_\_\_\_\_  
5. Vice President, Human Resources: Recommend to fill    Yes    No (see attached rationale) *Isokhahong* 8/16/24  
Initial \_\_\_\_\_ Date \_\_\_\_\_

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

☐ Approved to fill immediately    ☐ Approved to fill (enter date) \_\_\_\_\_    ☐ Denied

6. President/CEO: *Martha Garcia* Martha Garcia August 27, 2024

MT. SAN ANTONIO COLLEGE  
School of Continuing Education Team

**Dr. Madelyn Arballo**  
Vice President  
School of Continuing Education

**Dr. Tami Pearson**  
Associate Vice President  
School of Continuing  
Education

**Rebecca Cabrera**  
Administrative  
Specialist IV

**Laura Perez**  
Dean  
Continuing Education  
Programs & Services

**Denise Lieu**  
Administrative  
Specialist III

**Krystal Yeo**  
Director, Systems  
and Operations,  
SCE

**Vacant**  
Project Program  
Specialist

**Tischel Diaz**  
Manager  
Regional Adult  
Education  
Consortium

**Ana Ramos**  
Administrative  
Specialist II

**Shannon Rider**  
Manager  
Noncredit  
Workforce  
(Regional)

**Dr. Minerva Avila**  
Special Project  
Manager  
Accreditation &  
Planning

**Laura Sherwood**  
Special Project  
Coordinator  
Noncredit  
Engagement

**Melissa Cone**  
Executive  
Assistant II

**Lisa Zahn**  
Program Account  
Specialist

**Catherine “Katy”  
Hartnett**  
Administrative  
Specialist II

**Tiffany Rusich**  
Administrative  
Specialist II

## EZ Salary Projection FY 2023-24 (50% or *more* FTE)

FTE equal or higher than 50%	
Description	Input
Select employee group	UA
Enter salary range	88
Enter months of employment	12
Enter FTE percentage	100.00%
<b>Total Annual Cost (Salary and Benefits)</b>	<b>\$121,814</b>

*For Salary Ranges, please refer to the Human Resources*

*Website/Salary Schedules:*

<http://www.mtsac.edu/hr/salary-schedule.html>

*For questions, contact Christine Lam at Ext. 5428 or [clam@mtsac.edu](mailto:clam@mtsac.edu)*

Revised 4.23.24 (included 4.11% in CSEA 262, CSEA 651, Confidential, and Management)

## **PROGRAM ACCOUNT SPECIALIST**

### **DEFINITION**

Under general supervision, performs a variety of difficult and complex technical accounting and administrative support duties in the preparation, maintenance, and processing of accounting, budgeting, and related financial transactions; maintains and audits financial accounts and records of the assigned program, department, and/or division and assists in the preparation of financial reports, summaries, and analyses in coordination with the Fiscal Services Department; provides responsible technical accounting support to professional staff.

### **SUPERVISION RECEIVED AND EXERCISED**

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

### **CLASS CHARACTERISTICS**

This is the advanced journey-level in the in the Program Account support class series. Incumbents are cross trained to perform the full range of technical work in general accounting, budgeting, and related areas, in addition to performing a variety of record-keeping, reconciliation, and accounting support activities. Incumbents perform the most difficult and complex types of duties assigned to the class series, exercising a high level of independent judgment and initiative. Incumbents are required to be fully trained in all procedures related to the assigned functional area. This class is distinguished from the Program Account Technician class in that the former performs routine technical accounting and administrative support work.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Prepares, maintains, verifies, and reconciles a variety of accounting and financial transactions and reports; audits and reviews financial records for accuracy.
2. Processes information and develops reports using standard word processing and spreadsheet software, as well as, accounting, financial, and other related electronic information systems.
3. Researches all sources of revenue.
4. Follows internal control procedures for assigned function reviews and recommends changes to office procedures.
5. Assists in the preparation of monthly, quarterly, and year-end financial summary reports recommends year-end budget carry-overs.
6. Assists in problem solving, research, and reconciling actual expenditures with budgeted amounts; provides technical assistance regarding budget activities; prepares expenditure and progress reports for the program.
7. Assists in the preparation and monitoring of program, division, and/or department, budgets; determines fund availability; requests, processes, records, and prepares budget transfers and budget revisions; prepares accounting and budget reports,

- projects revenues, and expenditures; reviews requisitions and expenditures for proper coding with respect to the budget.
8. Assists in the compilation and preparation of program budgets, calculates budget projections, reviews expenditures and budget transfers for compliance with funding agency requirements.
  9. Assists with salaries, and benefits projections; projects position expenditures and determines savings; ensures available budget.
  10. Reviews, examines, and processes requisitions; researches vendors and obtains price quotes.
  11. Reviews travel and mileage reimbursement requests; verifies calculations, account numbers, and required documentation; prepares claim statements and requisitions.
  12. Develops various accounting, financial, and budgetary reports as needed.
  13. Generates correspondence and responds to a variety of customer, vendor, and staff questions and complaints in person and over the telephone; researches and resolves problems; makes request for accounting adjustments, as it relates to the program.
  14. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
  15. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
  16. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
  17. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
  18. Prepares and delivers oral presentations related to assigned areas as required.
  19. Performs other related or lower classification duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Terminology and practices of financial and accounting document processing and record keeping.
2. Business arithmetic and financial and statistical techniques.
3. Financial and statistical record-keeping principles and procedures.
4. Principles, practices, and procedures of auditing and accounting.
5. Basic principles of public agency budget preparation, maintenance, and control.
6. Methods and techniques of recording, receiving, and disbursing large amounts of cash.
7. Modern office practices, methods, and computer equipment and computer applications related to work, including word processing, database, and spreadsheet software.
8. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
9. Principles and practices of data collection, record-keeping, and report preparation.

10. Basic maintenance and operation of computer and multi-media equipment related to the area of assignment.
11. English usage, spelling, vocabulary, grammar, and punctuation.
12. 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. Advocate for and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Perform complex paraprofessional accounting and budgeting work accurately, in a timely manner, and under general supervision.
5. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
6. Respond to and effectively prioritize multiple phone calls and other requests for service.
7. Interpret, apply, and explain policies and procedures.
8. Compose correspondence and reports independently or from brief instructions.
9. Receive, count, reconcile, and maintain records related to funds collected or disbursed.
10. Perform responsible technical accounting or budget-related duties in an assigned functional area.
11. Make accurate arithmetic, financial, and statistical computations and summaries, and generate related reports.
12. Establish and maintain a variety of filing, record keeping, and tracking systems.
13. Understand and follow oral and written instructions.
14. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
15. Operate modern office equipment including computer equipment and specialized software applications programs, with heavy emphasis on use of spreadsheets.
16. Use English effectively to communicate in person, over the telephone, and in writing.
17. Understand scope of authority in making independent decisions.
18. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
19. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
20. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

1. Equivalent to an Associate's degree from a regionally accredited college in accounting, finance, or a related field; and
2. Four (4) full time equivalent years of increasingly responsible experience in processing financial documents, maintaining financial, accounting or statistical records; or
  - a. Two (2) full time equivalent years of experience equivalent to the Program Account Technician.
3. A Bachelor's degree from a regionally accredited college or university in one of the above-mentioned fields is preferred.

A Bachelor's degree in Business Administration (with a related emphasis) may qualify incumbents for an increased pay grade.

### **Desirable Qualifications:**

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

### **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 Incumbent 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.

Amended: 6/2020; 7/2023