



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### MEETING AGENDA FOR NOVEMBER 21, 2019

5:30 p.m.

Thomas G. Lakin Boardroom  
District Administrative Center  
761 E. Daily Drive, Suite 200  
Camarillo, CA 93010

#### ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PUBLIC COMMENTS REGARDING AGENDA ITEMS**
4. **MINUTES**  
Personnel Commission Meeting – October 17, 2019
5. **CORRESPONDENCE**
6. **OLD BUSINESS**  
None
7. **REPORTS**
  - A. Classified Employees Representative's Report
  - B. Board of Trustees Meeting Report
  - C. Director's Report
    - Current Recruitments Report
    - Positions Filled & Pending Report
    - Upcoming Recruitments Report
    - Classification Studies Report
    - Classified Salary Study Update
  - D. Commissioners' Reports
8. **EXTENSION OF AN OUT-OF-CLASS ASSIGNMENT**  
Senior Accounting Technician at Oxnard College
9. **RECLASSIFICATION OF A POSITION**  
Accounting Technician at the District Administrative Center
10. **RECESS TO CLOSED SESSION**  
None

**11. RECONVENE IN OPEN SESSION**

N/A

**12. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**

**13. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**

The date and time of the next scheduled meeting of the Personnel Commission is December 19, 2019, at 5:30 p.m. The meeting will take place in the Thomas G. Lakin Boardroom at the District Administrative Center at 761 E. Daily Drive, Suite 200, Camarillo, California.

**14. ADJOURNMENT**

Written materials relating to a Commission meeting item that are distributed to at least a majority of the Commission members less than 72 hours before a noticed meeting and that are public record not otherwise exempt from disclosure will be available for inspection at the District Administrative Center located at 761 E. Daily Drive, Camarillo, CA 93010 or at the Personnel Commission meeting.

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the office of Michael Arnoldus, Director of Employment Services/Personnel Commission  
Ventura County Community College District  
761 E. Daily Drive, Suite 200  
Camarillo, CA 93010  
(805) 652-5521



# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## PERSONNEL COMMISSION

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### PERSONNEL COMMISSION MEETING MINUTES FOR OCTOBER 17, 2019 5:30 p.m.

Thomas G. Lakin Boardroom  
District Administrative Center  
761 E. Daily Drive, Suite 200  
Camarillo, CA 93010

#### FOUR HUNDRED AND SIXTY-SIXTH

The five hundred and sixty-fifth meeting of the Personnel Commission of the Ventura County Community College District was held on Thursday, October 17, 2019, at 5:30 p.m.

#### ALL ITEMS ARE SUBJECT TO DISCUSSION/ACTION

1. **CALL TO ORDER**

Commissioner King called the meeting to order at 5:30 p.m.

2. **ROLL CALL**

In attendance were Commissioners Barbara Harison, James King, and Sherry Manley. Others present included Michael Arnoldus, Director of Employment Services/Personnel Commission; and Jillian Sturek, Executive Assistant.

3. **PUBLIC COMMENTS REGARDING AGENDA ITEMS**

None

4. **MINUTES**

On motion by Commissioner Manley and seconded by Commissioner Harison, the minutes of the September 19, 2019, meeting were approved.

Voted Yes: Commissioner Harison; Commissioner King, Commissioner Manley

5. **CORRESPONDENCE**

None

6. **OLD BUSINESS**

None

7. **REPORTS**

A. Classified Employees Representative's Report

Chief Steward Maria Urenda, reported that SEIU would be holding informational health benefit meetings at the beginning of November for Classified Employees and the ASCC members. Ms. Urenda also reported that SEIU was still in the process of bargaining and it was moving. Ms. Urenda then reported that SEIU had the opportunity to meet with the consultant and Human Resources management regarding the salary study.

B. Board of Trustees Meeting Report

Director Arnoldus stated that at the October 8, 2019, Board of Trustees meeting the Board took action to approve the establishment of four classified positions.

C. Director's Report

Director Arnoldus reviewed the *Current Recruitments Report* that included 14 current classified recruitments. The *Positions Filled Report* reflected 14 positions filled and 7 positions pending. The *Upcoming Recruitments Report* included 2 upcoming recruitments. The *Classified Study Report* included 2 studies in progress.

A discussion ensued between the Commissioners and Director Arnoldus regarding the Classified Study Report and the status of the studies in progress.

Director Arnoldus reported that the Classified Salary Study was in progress and that the consultant had provided a report. Director Arnoldus also discussed next steps.

After the Classified Study Report, a discussion ensued between the Commissioners and Director Arnoldus regarding the Current Recruitments Report and the reason for the second attempts for recruitments.

D. Commissioners' Reports

None

**8. 2018 – 2019 PERSONNEL COMMISSION ANNUAL REPORT**

Director Arnoldus presented the 2018-2019 Personnel Commission Annual Report. A discussion ensued between Director Arnoldus and the Commissioners regarding the report.

On motion by Commissioner Harison and seconded by Commissioner Manley, the 2018-2019 Personnel Commission Annual Report was approved subject to review of the 2016-2017 numbers.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

**9. EXTENSION OF OUT-OF-CLASS ASSIGNMENT**

Executive Assistant to the Vice Chancellor, Human Resources (confidential)

A discussion ensued among the Commissioners and Director Arnoldus regarding the proposed extension.

On motion by Commissioner Harison and seconded by Commissioner Manley, a (90) day extension was approved for the Executive Assistant to the Vice Chancellor, Human Resources (confidential) at the District Administrative Center.

Voted Yes: Commissioner Harison, Commissioner King, Commissioner Manley

**10. RECESS TO CLOSED SESSION**

None

**11. RECONVENE IN OPEN SESSION**

N/A

**12. PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS**

None

**13. DATE AND TIME OF NEXT PERSONNEL COMMISSION MEETING**

The date and time of the next scheduled meeting of the Personnel Commission is November 21, 2019, at 5:30 p.m. The meeting will take place in the Thomas G. Lakin Boardroom at the District Administrative Center at 761 E. Daily Drive, Suite 200, Camarillo, California.

**14. ADJOURNMENT**

On motion by Commissioner Manley and seconded by Commissioner Harison, the meeting adjourned at 5:58 p.m.

Written materials relating to a Commission meeting item that are distributed to at least a majority of the Commission members less than 72 hours before a noticed meeting and that are public record not otherwise exempt from disclosure will be available for inspection at the District Administrative Center located at 761 E. Daily Drive, Camarillo, CA 93010 or at the Personnel Commission meeting.

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request, as far in advance of the meeting as possible, to the office of  
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# VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

## Personnel Commission

### Director's Report October 14, 2019 – November 15, 2019

Current Classified Selection Processes (Between 10/14/19 to 11/15/19)									
Job Title	Number of Applications	Location	Open Date	Closing Date	Type of Exam	T&E Completed By	Written / Performance Exam Date	Oral Exam Date9/13	Anticipated Certification Date
Accounts Payable Technician	41	DAC	09/18/19	10/06/19	Training & Experience Examination /Technical Interview	10/07/19 – 10/14/19	N/A	10/18/19	10/21/19
Academic Data Specialist	59	MC	09/17/19	10/01/19	Training & Experience Examination /Technical Interview	10/02/19 – 10/07/19	N/A	10/14/19	10/16/19
Child Development Center Supervisor	14	OC	10/16/19	10/31/19	Technical Interview	N/A	N/A	11/14/19	11/15/19
Custodian	34	MC	10/28/19	11/12/19	Written/Performance Examination/Technical Interview	N/A	11/18/19 – 11/19/19	12/02/19	12/03/19
Director of Facilities, Maintenance, and Operations	22	VC	10/04/19	10/20/19	Training & Experience Examination /Technical Interview	10/21/19 – 10/28/19	N/A	11/07/19	11/08/19
Director of Outreach and Marketing	31	OC	10/14/19	10/28/19	Training & Experience Examination /Technical Interview	10/29/19 – 11/05/19	N/A	11/15/19	11/19/19
Executive Assistant to the Vice Chancellor, Human Resources (confidential)	65	DAC	10/16/19	11/3/19	Written/Performance Examination/Technical Interview	N/A	11/14/15	12/03/19	12/05/19
Ground Maintenance Worker	39	OC	09/17/19	10/01/19	Written/Performance Examination/Technical Interview	N/A	10/09/19 & 10/10/19	10/21/19	10/23/19
Information Technology Support Specialist III	6	OC	11/06/19	11/20/19	Training & Experience Examination /Technical Interview	11/21/19 – 12/02/19	N/A	12/09/19 – 12/13/19	12/17/19
Office Assistant (bilingual) (second attempt)	176	OC	10/08/19	10/22/19	Written/Performance Examination/Technical Interview	N/A	10/30/19 & 11/01/19	11/13/19	11/15/19
Performing Arts Center Technical Director	16	VC	09/19/19	11/03/19	Training & Experience Examination /Technical Interview	11/04/19 – 11/11/19	N/A	11/26/19	11/27/19
Research Analyst (second attempt)	53	MC	09/05/19	09/22/19	Training & Experience Examination /Technical Interview	09/23/19 – 09/30/19	N/A	10/18/19	10/22/19

Current Classified Selection Processes (Between 10/14/19 to 11/15/19) (cont.)									
Job Title	Number of Applications	Location	Open Date	Closing Date	Type of Exam	T&E Completed By	Written / Performance Exam Date	Oral Exam Date	Anticipated Certification Date
Student Services Assistant (bilingual)	114	OC	10/03/19	10/17/19	Written/Performance Examination/Technical Interview	N/A	10/28/19 & 10/29/19	11/06/19	11/07/19
Vice President of Business Services (second attempt)	22	OC	10/01/19	11/10/19	Training & Experience Examination /Technical Interview	11/11/19 – 11/18/19	N/A	12/03/19	12/05/19

Current Classified Positions Filled (As of 11/15/19)					
Employees Hired	Classification	Position Number	Location	Status	Start Date
Aronsky, Rory	Instructional Lab Technician I – Learning Resources	VCU535	Ventura	Probationary (new)	10/26/19
Asamsama-Acuna, Gabriella	Registrar	VSC119	Ventura	Probationary (new)	11/04/19
Coleman, Wendell	Proctor	VCU606	Ventura	Probationary (new)	11/04/19
Fullner, Brandon	Grant Accounting Administrative Assistant	XCU366	Oxnard	Probationary (new)	10/21/19
Guerrero, Emmanuel	Tutorial Services Specialist II	MCU535	Moorpark	Probationary (new)	11/18/19
Hanes, Jeremy	Performing Arts Center Technician I	XCU433	Oxnard	Probationary (new)	10/14/19
Mascarenas, Robert	Physical Education – Athletic Equipment Manager	MCU536	Moorpark	Probationary (new)	10/14/19
Mitchell, Alexandria	Community College Police Officer I	WCU001	DAC	Probationary (new)	10/07/19
Mossembekker, Sarah	Assistant Registrar	VCU027	Ventura	Probationary (promotion)	10/28/19
Navarro, Samuel	Custodian	XCU431	Oxnard	Probationary (new)	11/12/19
Paduano, Gina	Executive Assistant to the Vice Chancellor (confidential)	DCC055	DAC	Probationary (new)	10/07/19
Rodriguez-Hurtado, Marcos	Student Services Specialist – Student Information Center (bilingual)	XCU410	Oxnard	Probationary (new)	11/18/19
Silveira, Zachary	Performing Arts Center Technician I	VCU568	Ventura	Probationary (new)	10/02/19

Current Classified Positions Pending (As of 11/15/19)			
Classification	Position Number	Location	Date List Certified
Accounts Payable Technician	DCU003	DAC	10/21/19
Academic Data Specialist	MCU435	MC	10/15/19
Director of Facilities, Maintenance, and Operations	VMC075	VC	11/12/19
Grounds Maintenance Worker	XCU430	OC	10/22/19
Instructional Lab Technician II – Sciences	XCU334	OC	09/11/19
Research Analyst	MCU508	MC	10/22/19
Student Services Assistant (bilingual)	XCU432	OC	11/07/19

Upcoming Recruitments		
Classification	Position Number	Location
Assistive Computer Technology / Media Access Specialist	XCU284	OC
Carpenter	MCU032	MC
Information Technology Help Desk Assistant	XCU435	OC
Instructional Lab Technician II – Nursing (second attempt)	MCU218	MC
Library Assistant (second attempt)	MCU380	MC
Payroll Technician	DCU126	DAC

Requested Position Classification Studies			
Classification	Location	Request Date	Status
Executive Assistant, Office of the Personnel Commission (Confidential)	DAC	02/20/19	Completed
Accounting Technician	DAC	06/11/19	In Progress



SUBJECT TO THE APPROVAL  
OF THE PERSONNEL COMMISSION

**PERSONNEL COMMISSION  
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
RETROACTIVE EXTENSION OF OUT-OF-CLASS ASSIGNMENT**

**RECOMMENDATION:**

RETROACTIVE EXTENSION OF OUT-OF-CLASS ASSIGNMENT

INCUMBENT:  
Teri Ortiz

LOCATION:  
Fiscal Services, Oxnard College

PERMANENT CLASS ASSIGNMENT:  
Accounting Technician

OUT OF CLASS ASSIGNMENT:  
Senior Accounting Technician

START DATE:  
June 3, 2019

END DATE:  
December 31, 2019

**BACKGROUND:** In June, 2019, Chris Renbarger, College Fiscal Services Supervisor at Oxnard College, began a working out-of-class assignment as Vice President, Business Services at Oxnard. As a result, Mr. Renbarger assigned lower-level duties that he had been responsible for, to Ms. Ortiz. The additional duties were outside of the scope of the Accounting Technician classification and found in the higher level classification of Senior Accounting Technician. The duties that were assigned to Ms. Ortiz include responsibility for the adoption budget process for grant/categorical funds, trusts, and clubs; the annual fiscal reporting for categorical funds EOPS, CARE, and CalWorks, as well as the state reported budget plans for those categorical funds; establishment of internal controls; and the processing of journal vouchers, including budget transfers and transaction reclassifications. Human Resources staff was not made aware of the out-of-class assignment until the request was submitted in November, 2019. Because Personnel Commission Rule 299 – Work Out of Classification limits out-of-class assignments to 90 days, this item is being presented to the Personnel Commission to provide for an exception to the rule.

**BASES OF RECOMMENDATION:** The additional duties that Ms. Ortiz has been assigned are outside of the scope of her current classification and in alignment with the classification of Senior Accounting Technician. According to Mr. Renbarger, Ms. Ortiz has been performing the out-of-class responsibilities since June 3, 2019.

Presented to the Personnel Commission on November 21, 2019

PERSONNEL COMMISSION  
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
RECLASSIFICATION OF A POSITION TO AN EXISTING CLASSIFICATION

**COMMISSION STAFF RECOMMENDS THAT THE FOLLOWING RECLASSIFICATION BE APPROVED:**

<b>From:</b>	Accounting Technician Classified Salary Schedule 220, \$3,533-\$4,877/month	<b>To:</b>	Senior Accounting Technician Classified Salary Schedule 240, \$3,931-\$5,431/month
<b>Incumbent:</b>	Jessica Lau	<b>Location:</b>	Economic and Workforce Development, District Administrative Center

**BACKGROUND:** The former Director of Economic and Workforce Development, Grants, and Contracts, and the incumbent requested the subject position be studied to ensure it is classified appropriately. Commission staff's recommendation to reclassify the position to Senior Accounting Technician is based upon a review of the incumbent's completed position information questionnaire, a desk audit of the subject position, and discussions with the supervisor of the position. Commission staff determined that a significant portion of the duties assigned to the subject position fall outside the scope of responsibility of an Accounting Technician.

**BASES OF RECOMMENDATION:** An Accounting Technician performs technical accounting work of a routine nature. A Senior Accounting Technician performs advanced technical accounting work in support of college auxiliary functions, categorical programs, or grants, which have more complex accounting requirements. Ms. Lau performs accounting duties in support of workforce development contracts, the VC Innovates Grant, and additional grants that the Economic and Workforce Development department has received since she began the out of classification work in July 2018. A synopsis of her assigned duties is provided below.

A Senior Accounting Technician assists designated administrators with developing, preparing, maintaining, and reviewing budgets, which includes monitoring funds and revising budgetary data. An Accounting Technician typically does not. Ms. Lau spends 40% of her time assisting with the development of categorical budgets by evaluating budget object codes and creating projections based on previous expenses. Ms. Lau also maintains budgets for individual contracts and grants by performing budget revisions such as transfers, adjustments, and reclassifications. Furthermore, Ms. Lau revises the budgetary data for contracts and grants through changes to position control and non-positional control budgets.

A Senior Accounting Technician monitors accounting transactions for contract and grant compliance, as well as assisting program directors with fiscal compliance issues. A Senior Accounting Technician is also responsible for evaluating financial statements, records, and reports for auxiliary functions, grants, and/or categorical programs to ensure compliance with established guidelines, rules, regulations, and procedures. Ms. Lau spends about 30% of her time monitoring transactions for proper accounting and recording. Additionally, Ms. Lau reviews invoices and requisitions to verify compliance of the expenditures as stated in the grant or contract MOU, and she assists in the resolution of identified compliance issues by contacting the appropriate authorizing agent (e.g. County of Ventura) to discuss how the agent wants to resolve the issue which may include Ms. Lau performing budget transfers or reclassifications, or denying invoices or requisitions and requesting corrected versions. An Accounting Technician does not perform duties of this nature.

A Senior Accounting Technician uses accounting and financial data to prepare non-routine reports, which an Accounting Technician typically does not. Ms. Lau spends 20% of her time collecting data related to grant and contract accounting, including information from the colleges regarding salaries, expenditures, capital outlay items, and indirect costs not processed. Ms. Lau compiles the data into reports for use by Ventura County and other granting agencies. The reports Ms. Lau creates include data analysis in the form of graphs and historical line charts.

A Senior Accounting Technician has responsibility for independently completing work that is less subject to review than that of an Accounting Technician. Ms. Lau works with a high degree of independence. The Fiscal Services department provides final review and guidance pertaining to issues that are out of the ordinary.

SUBJECT TO THE APPROVAL  
OF THE PERSONNEL COMMISSION

Given the aforementioned findings, Commission staff recommends a reclassification of the subject position to the classification of Senior Accounting Technician.

**STATUS OF INCUMBENT(s):** Commission staff found that the higher-level responsibilities were officially assigned to the incumbent in July 2018. Therefore, Ms. Lau is not eligible to be reclassified with her position given that the out-of-class responsibilities were not gradually accrued over an extended period of time. Consequently, Commission staff recommends that Ms. Lau be reclassified to the higher classification after passing a qualifying examination in accordance with Personnel Commission Rule 215.

On November 7, 2019, the Classification Review Committee reviewed the proposed recommendation and the majority supported the recommendation to reclassify the subject position. Those present at the meeting were David El Fattal, Vice Chancellor, Business Services at the District Administrative Center; Catherine Bojorquez, Vice President, Business Services at Ventura College; Chris Renbarger, Interim Vice President, Business Services at Oxnard College; Silvia Barajas, Vice President, Business Services at Moorpark College; Ornpawee Duangpun, Technical Data Specialist at Ventura College; Maria Urenda, Financial Aid Specialist at Moorpark College; and Jon Gallagher, Systems Administrator at Oxnard College.

CB

Presented to the Personnel Commission on November 21, 2019

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: ACCOUNTING TECHNICIAN**

**BASIC FUNCTION:**

Under the general supervision of an assigned supervisor, perform a variety of technical accounting work in support of various college and/or district functions.

**DISTINGUISHING CHARACTERISTICS:**

An Accounting Technician is the journey-level classification within the technical accounting-support series. Employees assigned to this classification perform technical accounting duties of less complexity than that of a Senior Accounting Technician. A Senior Accounting Technician is the advanced journey-level classification within the series and performs work of greater complexity and responsibility that is less subject to review than that of an Accounting Technician. This includes responsibility for independently preparing and evaluating financial statements and reports, having greater responsibility for monitoring internal controls in a bookstore or related auxiliary function, and assisting responsible administrators in developing, monitoring, and maintaining budgets. Such responsibilities are not performed by an Accounting Technician.

**REPRESENTATIVE DUTIES:**

Perform a variety of technical accounting work in the preparation, maintenance and review of financial records, accounts, and reports; ensure compliance with established District policies, procedures, governmental regulations, and generally accepted accounting principles. *E*

Prepare and maintain a variety of financial and accounting-related statements, records, and reports. *E*

Review, compile, and verify the accuracy and completeness of a variety of accounting data. *E*

Verify, reconcile, balance, and adjust a variety of accounts. *E*

Answer routine inquiries from administrators, staff, vendors, or students regarding various records, budgets, accounts, and programs. *E*

Review, audit, and process a variety of technical documents pertinent to payroll such as student worker authorizations, provisional employee authorizations, student payroll, and classified time sheets; distribute checks as assigned. *E*

Prepare, process, audit, and review a variety of financial documents such as requisitions, purchase orders, receipts, and inventory records. *E*

Prepare and process journal vouchers; ensure proper account codes are assigned to payroll, accounts payable, and other records. *E*

## ACCOUNTING TECHNICIAN (continued)

Perform accounts receivable functions, such as receiving and recording payments, and balancing and reconciling monthly accounts receivable reports. *E*

Collect, receipt, record, and deposit monies for assigned accounts; reconcile cash, receipts, and statements; resolve or assist in the resolution of discrepancies and errors; may serve as custodian of petty cash. *E*

Receive and record non-sufficient fund (NSF) checks; contact individuals by phone or in writing for payment of returned checks; send collection letters and past due notices as appropriate; place student accounts on hold when necessary. *E*

Provide work direction and guidance to lower level staff as assigned. *E*

Maintain a variety of files. *E*

May operate a cash register to process transactions, balance cash drawers, and prepare deposits and records pertaining to a variety of college transactions.

Perform other duties as assigned.

*E* = Essential duties

## KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

Basic accounting principles and practices  
Basic principles of mathematics  
Generally Accepted Accounting Principles (GAAP)  
Federal, state, and local codes, laws, and regulations applicable to government accounting  
Methods and techniques of effective customer service  
Fully-integrated computerized financial management systems  
Modern software packages, including word processing and spreadsheet applications  
Standard accounting codes, classification, and terminology  
Methods used in preparing basic accounting reports and statements  
Principles and practices of business communication  
Practices and procedures used in processing and recording of accounting information and transactions  
Modern office practices, procedures, and equipment  
Cash verification systems and procedures  
Cashiering practices and procedures  
Methods and techniques of financial and statistical recordkeeping and reporting

### ABILITY TO:

Establish and maintain effective working relationships with those contacted in the course of work.  
Exhibit detail orientation in the performance of duties  
Communicate clearly and concisely, both orally and in writing  
Work independently with little direction  
Provide guidance and technical direction to assigned staff

## **ACCOUNTING TECHNICIAN (continued)**

Plan and organize work to meet changing priorities and deadlines  
Identify, review, evaluate, and solve problems related to accounting discrepancies and data  
Analyze situations accurately and adopt an effective course of action  
Perform mathematical calculations quickly and accurately  
Read and comprehend information found in rules, regulations, and contracts  
Learn, apply, interpret, and explain rules, regulations, policies, and procedures  
Exercise initiative and independence of judgment and action  
Learn and apply new technology applications

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to:

Education: An associate degree including or supplemented by a minimum of 12 units of accounting coursework.

Experience: Two years of technical accounting experience.

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Office environment  
Constant interruptions

#### PHYSICAL ABILITIES:

Sitting and operating a keyboard to enter data into a computer for extended periods of time  
Dexterity of hands and fingers to operate a computer and standard office equipment  
Reaching to retrieve and file records  
Hearing and speaking to exchange information on the phone or in person  
Seeing to read and audit financial records

#### HAZARDS:

Extended viewing of computer monitor

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT****CLASS TITLE: SENIOR ACCOUNTING TECHNICIAN****BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of advanced technical accounting work in support of various college auxiliary functions, categorical programs, grants and/or district functions.

**DISTINGUISHING CHARACTERISTICS:**

A Senior Accounting Technician is the advanced journey-level classification within the series and performs work of greater complexity and responsibility that is less subject to review than that of an Accounting Technician, such as independently preparing and evaluating financial statements and reports, having greater responsibility for monitoring internal controls in a bookstore or related auxiliary function, and assisting responsible administrators in developing, monitoring, and maintaining budgets. An Accounting Technician is the journey-level classification within the technical accounting-support series. Employees assigned to this classification perform technical accounting duties of less complexity than that of a Senior Accounting Technician.

**REPRESENTATIVE DUTIES:**

Perform a variety of advanced technical accounting work in the preparation, maintenance and review of financial records, accounts, and reports; ensure compliance with established District policies, procedures, governmental regulations, and generally accepted accounting principles. *E*

Prepare, maintain, and evaluate financial statements, records, and reports developed for auxiliary functions, grants, and/or categorical programs to ensure accuracy, completeness, and compliance with established guidelines, rules, regulations, and procedures. *E*

Gather, review, and synthesize a variety of accounting and financial data; prepare routine and non-routine reports; develop, format, and revise technical and statistical charts, graphs, and flowcharts in order to present information. *E*

Assist designated departments, deans, and program administrators in the development, preparation, maintenance, and review of budgets for a variety of programs; monitor funds for income and expenditures; calculate, prepare, and revise budgetary data. *E*

Monitor contract and grant compliance for proper accounting and appropriate distribution and recording of expenditures; assist program directors with fiscal compliance issues; prepare required reports. *E*

Establish, monitor, and maintain a system of internal controls to safeguard college resources and ensure proper accountability. *E*

Verify, reconcile, balance and adjust a variety of complex accounts. *E*

## **SENIOR ACCOUNTING TECHNICIAN (continued)**

Answer complex and non-routine inquiries from administrators, staff, vendors, or students regarding various records, budgets, accounts and programs. *E*

Review, audit, and process a variety of technical documents pertinent to payroll such as student worker authorizations, provisional employee authorizations, student payroll, and classified time sheets; distribute checks as assigned. *E*

Prepare, process, audit, and review a variety of financial documents such as requisitions, purchase orders, receipts, and inventory records. *E*

Prepare and process journal vouchers; ensure proper account codes are assigned to payroll, accounts payable, and other records. *E*

Collect, receipt, record and deposit monies for assigned accounts; sort and post to appropriate account; reconcile cash, receipts, and statements; resolve or assist in the resolution of discrepancies and errors; may serve as custodian of petty cash. *E*

Receive and record non-sufficient fund (NSF) checks; contact individuals by phone or in writing for payment of returned checks; send collection letters and past due notices as appropriate; place student accounts on hold when necessary. *E*

Perform accounts receivable functions such as receiving and recording payments, and balancing and reconciling monthly accounts receivable reports. *E*

Provide work direction and guidance to lower level staff. *E*

Maintain a variety of files. *E*

May operate a cash register, balance cash drawers, and prepare deposits and records pertaining to a variety of college transactions.

Perform other duties as assigned.

*E* = Essential duties

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

Advanced accounting principles and practices  
Basic principles of mathematics  
Generally Accepted Accounting Principles (GAAP)  
Federal, state, and local codes, laws, and regulations applicable to government accounting  
Methods and techniques of effective customer service  
Fully-integrated computerized financial management systems  
Modern software packages, including word processing and spreadsheet applications  
Standard accounting codes, classification, and terminology  
Methods and techniques employed in independently creating complex accounting reports, statements, charts, and graphs  
Principles and practices of business communication



## **SENIOR ACCOUNTING TECHNICIAN (continued)**

Practices and procedures used in processing and recording of accounting information and transactions  
Modern office practices, procedures, and equipment  
Cash verification systems and procedures  
Cashiering practices and procedures  
Methods and techniques of financial and statistical recordkeeping and reporting  
Principles and practices of training and development  
Basic principles of budget development and maintenance

### **ABILITY TO:**

Establish and maintain effective working relationships with those contacted in the course of work.  
Exhibit detail orientation in the performance of duties  
Communicate clearly and concisely, both orally and in writing  
Work independently with little direction  
Provide guidance and technical direction to assigned staff  
Plan and organize work to meet changing priorities and deadlines  
Identify, review, evaluate, and solve problems related to accounting discrepancies and data  
Analyze situations accurately and adopt an effective course of action  
Perform mathematical calculations quickly and accurately  
Read and comprehend information found in rules, regulations, and contracts  
Interpret, apply and explain rules, regulations, policies and procedures  
Exercise initiative and independence of judgment and action  
Learn and apply new technology applications  
Prepare reports by gathering, organizing, interpreting, and synthesizing data from a variety of sources  
Analyze, evaluate, and interpret information and data  
Convey technical concepts to a non-technical audience

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to:

#### **Education**

An associate degree including or supplemented by at least 12 semester units of accounting coursework.

#### **Experience:**

Three years of technical accounting experience.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Office environment  
Constant interruptions

**SENIOR ACCOUNTING TECHNICIAN (continued)**

PHYSICAL ABILITIES:

Dexterity of hands and fingers to take and transcribe dictation and to operate a computer keyboard and other office equipment

Sitting for extended periods of time

Hearing and speaking to exchange information on the telephone or in person

Seeing to read and review documents

Reaching to retrieve and file records

HAZARDS:

Extended viewing of computer monitor