



College Financial Administrator

The Los Angeles Community College District (LACCD) invites applications for the position of College Financial Administrator. This position plans, organizes, and coordinates a college's fiscal activities which involves the areas of accounting and financial reporting. A vacancy currently exists at Los Angeles Trade-Technical College, 400 W. Washington Blvd., Los Angeles, 90015. The hiring list established by this examination will also be used to fill future vacancies as they occur during the life of the list.

MINIMUM REQUIREMENTS:

Education:

Graduation from a recognized four-year college or university with a major in accounting, business administration, economics, finance, or a related field; **OR** a valid license to practice as a Certified Public Accountant in California.

Experience:

Four years of full-time paid professional level financial and accounting experience. Two years of the required experience must have been in a supervisory capacity. Experience in governmental accounting is desirable.

Special:

A valid Class "C" California driver's license may be required for some positions. Travel to locations throughout the District may be required for some positions.

GENERAL REQUIREMENTS:

It is expected that an applicant will possess the following qualifications:

Knowledge of:

Principles, practices, procedures, and theories of accounting with emphasis on governmental accounting; Accounting and fund accounting techniques; Budget, disbursement, auditing methods, and financial analysis; Accounting systems and fiscal management; Office practices, procedures, and management techniques; Operating units of a college; Federal, state, and local laws, ordinances, codes, regulations, and policies affecting accounting and financial systems; Purchasing methods related to college related functions; Finance and investments policies, regulations, and practices; Current trends and developments in accounting and financial related fields; Organization, functions, and inter-relationships of operating units of the District; Principles of supervision and training; Organization and management of records; Capabilities of computer applications, systems, and hardware used in fiscal management

Ability to:

Plan, schedule, and coordinate a variety of accounting and financial related activities of a college;
Develop controlling methods for college service functions and plan and coordinate auditing operations;

Plan, organize, schedule, and direct the work of assigned staff; Review records and analyze and interpret accounting data, draw conclusions, and make recommendations; Apply and interpret pertinent laws, rules, regulations, and policies related to accounting and financial systems; Provide leadership and technical assistance to others; Communicate effectively both orally and in writing; Effectively utilize computer equipment, software, and management information systems in the performance of duties; Prepare clear and concise reports and accounting and financial statements; Train others in accounting and financial practices and procedures; Organize work to meet critical deadlines; Evaluate work methods and performance; Establish and maintain effective relationships with the public, vendors, and District staff; Learn specialized software applications used in accounting and financial systems

MONTHLY SALARY*:

\$7,955 | \$8,393** | \$8,854 | \$9,341 | \$9,855

*Salary Information is based on a full-time, 12-month position

**Pay at the second step begins with the pay period following 130 days of satisfactory paid service. Increases thereafter are annual.

Benefits include:

- Medical and dental insurance and vision care plans provided for employees and their dependents
- A \$50,000 life insurance policy provided free of charge for each employee
- New employees receive 12 full-pay days and 88 half-pay days of illness leave
- At least 15 paid holidays per year
- Vacation days accrue beginning at 10 days and increasing incrementally to 24 days depending on years of service with the District
- Other paid time off includes: bereavement leave, personal necessity, court subpoena, and jury duty
- Membership in the Public Employees Retirement System

EXAMINATION PROCESS: The examination process may consist of one or more parts which may include a training and experience evaluation, written test, performance test and/or oral interview.

ACCOMMODATION: Individuals protected by the Americans with Disabilities Act (ADA) may request, orally or in writing, an accommodation in the examination process. Documentation of the need for accommodation is required solely for the purpose of establishing that the applicant has an ADA disability and that the disability necessitates a reasonable accommodation. Typically, a letter from an appropriate health care or rehabilitation professional which establishes that the applicant has an ADA qualifying disability, identifies the functional limitations as they relate to the testing situation, and recommends/suggests the appropriate accommodation is sufficient.

In order for appropriate arrangements to be made at the testing site, a request for accommodation and required documentation must be received by the Examiner of Record at least 3 days prior to the administration of the test.

DEADLINE: Completed applications must be submitted through our online employment system, mailed or submitted in person to the offices of the Personnel Commission by **4:00 P.M. on FRIDAY, AUGUST 14, 2015**. Completed applications will not be accepted at any other location. Postmarks are not accepted. Resumes will not be accepted in lieu of an application. Applications received by fax or email will not be accepted. For a listing of other job opportunities with the Los Angeles Community College District, call our 24-hr job hotline, or refer to our Web Page.

HOW TO APPLY

Online:

<https://employment.laccd.edu>

By Mail or In Person:

LACCD Personnel Commission

770 Wilshire Blvd.,

Los Angeles CA 90017

Please note this is to request a paper application.

Resumes are not accepted in lieu of a completed application.

Contact Us:

Personnel Commission: (213) 891-2129

24-hr Job Hotline: (213) 891-2099

TDD: (213) 891-2408

Hours of Operation: Monday - Friday 7:30 AM to 4:30 PM