

**Accounts Payable Technician
Ventura County Community College District**

Salary: \$41,364.00 - \$57,084.00 Annually

Job Type: Classified

Job Number: 2017-00396B

Location: Districtwide, CA

Department: Districtwide

Closing: 4/16/2017 11:59 PM Pacific

Description:

This recruitment is being conducted to establish a list of eligible candidates that will be used to fill current and upcoming vacancies for the duration of the list, not to exceed one year. The immediate vacancy is a 12 month, 100% assignment at the District Administrative Center located in Camarillo, CA.

Under the general supervision of the Accounts Payable Supervisor, or higher level administrator, perform complex technical-clerical accounting duties involved in the preparation and maintenance of financial records and reports for accounts payable.

Representative Duties:

Minimum Qualifications:

Education

An associate degree with a minimum of 12 units of accounting coursework.

Experience

Two years of accounts payable experience involving the preparation and maintenance of financial and accounting records. Additional qualifying experience may substitute for the required education on a year-for-year basis.

Supplemental Information:

EXAMINATION AND SELECTION PROCESS:

This is an examination open to the public and current district employees seeking a promotional opportunity. To ensure consideration, please submit your application materials by Sunday, April 16, 2017.

The examination process will consist of any of the following components:

- A) Evaluation of Training and Experience (T&E) = Qualifying (pass/fail)
- C) Interview = 100% weighting on final score

Applicants must meet minimum qualifications stated by the filing deadline in order to move forward in the testing process. Those candidates who meet the minimum qualifications will have their application materials reviewed during a Training and Experience Evaluation (T&E). A T&E is an assessment of training and experience that has prepared the candidate for the position. Those with the highest scores on the T&E will be invited to the interview. The examination process is subject to change as needs dictate. All communication regarding this process will be delivered via email.

INTERVIEW DATE RANGE AND LOCATION:

Date Range: Monday, May 1, 2017 to Friday, May 5, 2017
Location: Ventura County Community College District
761 E. Daily Drive
Camarillo, CA 93010

The above dates are subject to change. Candidates will be notified of any scheduling changes via email.

SUBMISSION OF APPLICATION:

ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

When completing the application and the supplemental questionnaire, outline in detail your education, training (such as classes, seminars, workshops), and experience. Please be sure to answer every component of each supplemental question as your responses will be scored and serve as your score on the training and experience (T&E) evaluation. Advancement to the next step of the examination process will be limited to the candidates with the highest T&E scores.

All required documents must be submitted by the applicant. Human Resources Department staff will not upload your documents for you. The VCCCD does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

ELIGIBILITY LIST:

Upon completion of the examination, the eligibility list will be compiled by combining the final examination score with applicable seniority and veteran's credits, if any. The candidates will be ranked according to their total score on the eligibility list. Certification will be made from the highest three ranks of the eligibility list. This eligibility list will be used to fill current vacancies for up to one year from the date of the technical interview.

PROBATIONARY PERIOD:

All appointments made from eligibility lists for initial appointment or for promotion shall be probationary for a period of six (6) months or one hundred thirty (130) days of paid service, whichever is longer.

ACCOMMODATIONS:

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the Ventura County Community College District Human Resources Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

FOREIGN DEGREES:

If you have a foreign degree and the institution from which your degree was granted is not recognized as accredited by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, foreign transcript evaluation is required if the foreign degree/coursework is used to meet minimum qualifications. The foreign transcript evaluation must be included with your application materials. To search institutions that are recognized as accredited by CHEA or the U.S. Department of Education, visit <http://www.chea.org/search/search.asp> or <http://ope.ed.gov/accreditation/search.aspx>. For a list of recognized organizations providing transcript evaluation services, visit <http://www.naces.org/members.htm>.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:

The Ventura County Community College District is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, ancestry, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, veteran status, medical condition, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

To apply, please visit <http://apptrkr.com/991649>