



Now Accepting Applications for the Classified position of:
Accounting Technician



OUR MISSION

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable learning environment defined by applied knowledge leading to students' achievement of their educational goals.

OUR VALUES

1. **Students** and their success.
2. A **learning** community with teaching excellence.
3. An environment conducive to **learning**, fairness, dialogue, and continuous improvement.
4. A communicative, collaborative, collegial, and **respectful culture**.
5. A **partnership** of students, faculty, support services, and community.
6. Innovation, **diversity**, creativity, and critical thinking.
7. Academic, financial, personal, and professional **integrity**.
8. Employees and their **professional development**.
9. A **transparent**, accessible, participative governance structure.

ABOUT TAFT

Located in the Central Valley of California, in the heart of the Monterey Shale oil fields, 30 miles west of Bakersfield, Taft is a growing community.

Taft is centrally located and provides direct access to the world's fifth largest economy. With direct access to Interstate 5, Highway 99 and Highway 166, Taft is less than a two hour trip to Los Angeles and the Central Coast. Additionally, you can travel to San Diego, Sacramento and Bay Area in less than four hours.

Taft College offers 46 Associate Degrees, 12 that are Associate Degrees for Transfer that allow students to complete a bachelor degree in the California State University system. The College also offers 23 Certificates of Achievement and 21 locally-approved certificates. In addition, specialized education is available in career technical education programs in a variety of disciplines including Energy Technology, Early Childhood Education and Family Studies, and Dental Hygiene.



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ABOUT US

Taft Junior College was established on August 30, 1922 as part of the Taft Union High School District, sharing a campus with the high school. The school title officially became Taft College on July 1, 1954, and in September of 1956 a separate campus opened in the current location at 29 Cougar Court adjacent to the high school. The West Kern Community College District was later formed, and is a single-college-district under the guidance of a five-member Board of Trustees. With strong leadership, Taft College offers a robust academic program for its students, and is one of the finest small colleges around!

POSITION DESCRIPTION

Under general supervision performs a variety of complex technical and responsible accounting duties in the preparation, processing and maintenance of Taft College financial records and the student accounts receivables in the Banner ERP system; may assume a lead responsibility on specific projects or specific accounting operations within the Business Office. Perform related duties as required.



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Position Description

The following is a representation of the duties for this position, it is not meant to be an exhaustive list of all responsibilities.

- Collect and monitor cash transactions and cash flows for all district funds.
- Assemble source documents ensuring appropriate account coding and posting in a timely manner process, pay invoices and purchase orders.
- Balance and resolve discrepancies of assigned accounts including cash box.
- Monitoring and updating effective control system over student receivables and collection accounts.
- Review and analyze WESTEC activities for accuracy of invoicing and payments.
- Produce reports to inform program directors and purchasers of financial and operational performance.
- Assist in the preparation of the District budget and other reports as needed.
- Aid in preparing audit schedules and accounting reports documenting adjustments to account balances, detailing the audit trails.
- Ensure deposits are properly recorded and made in a timely manner while reconciling clearing account on a monthly basis.
- Periodically audit purchase requisitions and purchase orders for compliance with the CCCCCO budget and accounting manual.
- Maintain capital project accounting records.
- Review and maintain record retention files, coordinate destruction of files and ensure proper retention periods are adhered to.
- Audit, prepare and distribute checks as needed for Foundation and Associated Student Organization.
- Organizes information and prepare reports on current liabilities at year-end.
- Compile budget reports and researches questionable expenditures for each department.



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QUALIFICATIONS

MINIMUM QUALIFICATIONS

An applicant may meet minimum qualifications in one of three (3) ways listed below:

1. High school diploma or equivalent and six (6) years of experience in a responsible accounting/bookkeeping capacity;
2. Associate degree or equivalent in a business related field and two (2) years of experience in a responsible accounting/bookkeeping capacity);
3. Bachelor's degree or equivalent in a business related field and one (1) year of experience in a responsible accounting/bookkeeping capacity.
4. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

DESIRED QUALIFICATIONS

- Experience working in a public agency accounting department

COMPENSATION

The salary range for the position is a Grade 20 with a range of \$41,804.00-\$53,354.00 per year. This is a full-time, 12-month position.

West Kern Community College District offers a comprehensive fringe benefits program that includes District paid medical, dental and vision coverage for all employees and their dependents, as well as a generous vacation plan. Employees are eligible for membership in either CalPERS or CalSTRS retirement systems.

EQUAL EMPLOYMENT OPPORTUNITY

The West Kern Community College District is committed to the principles of equal employment opportunity . The District is dedicated to a policy of nondiscrimination and, as such, is an equal opportunity employer. Veterans, women, minorities and people with disabilities are encouraged to apply.



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APPLICATION PROCESS

Applications will be accepted until November 30, 2018.

REQUIRED MATERIALS FOR APPLICATION:

1. Completed Classified Application- Downloaded from TC website or completed online at EdJOIN.
2. Letter of Introduction describing how you match the minimum and desired qualifications.
3. A current Resume
4. Complete transcripts of all college/university coursework (unofficial is acceptable).

SUBMIT APPLICATION MATERIALS TO:

- Email: tcjobs@taftcollege.edu
- Complete online at [EdJOIN](#)
- Mail or Walk-In: Taft College Human Resources, 29 Cougar Court, Taft, CA 93268

FOR MORE INFORMATION:

- Please visit: http://www.taftcollege.edu/human-resources/job_opportunities/
- Call: 661-763-7900
- Email- tcjobs@taftcollege.edu



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