Administrative and Office Specialist III
Accounting Technician

Job Description

Selected candidate provides fiscal support to the Business Office within a higher-education environment. Primary responsibilities include cashiering and grant administration/reporting. Processes, reviews, and analyzes a range of data to ensure accuracy and compliance with established procedures. Incumbent performs technical, fiscal and accounting duties by preparing and maintaining fiscal records and reports. Ensures all accounting transactions are completed in accordance with Virginia Community College System (VCCS) and Department of Accounts (DOA) policies and procedures.

Minimum Qualifications

Associate’s Degree in Accounting and/or equivalent combination of education and experience required. Experience in an accounting/bookkeeping setting and performing detailed work with numerical data and mathematical calculations. Recent working knowledge of office procedures, data entry, and record maintenance. Recent experience using basic office equipment including the operation of a 10-key calculator. Demonstrated skill in the use of Microsoft Word and Excel/Spreadsheets. Ability to effectively communicate both orally and in writing. Ability to interpret and apply policies, procedures and guidelines.

Preferred Qualifications

Prefer working knowledge of State financial programs including CARS, AIS and SIS. Prefer experience in a higher education institution.

Hours

Part time, 30 hours per week.

Location

Franklin Campus Business Office

Rate of Pay

Commensurate with qualifications. Position is in Pay Band three.

Closing Date

Open until filled

Special Requirements

This position requires satisfactory completion of background checks prior to employment.

Application Process: A Virginia state application along with a resume must be received at the Human
Resource Office, Paul D. Camp Community College, POB 737, Franklin, VA 23851. Paul D. Camp Community College is an Equal Opportunity Affirmative Action Institution of Higher Education. Women, Veterans, minorities, and the disabled are encouraged to apply.