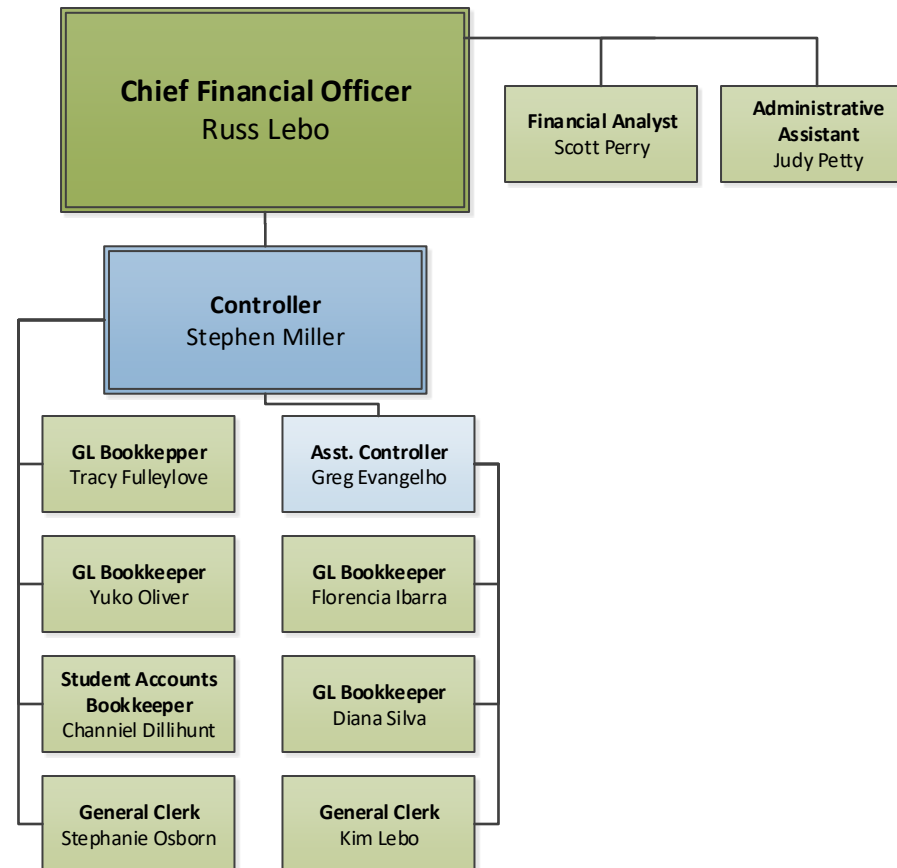






# ORGANIZATIONAL CHART

## Accounting - Finance



-  Leadership Position
-  Management Position
-  Supervisory Position
-  Nonsupervisory Position

*San Joaquin Valley College*  
**Job Description**

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**Job Title: Chief Financial Officer**  
**Department: Accounting**  
**Reports To: Board of Directors**  
**Classification: Full-time, Exempt**

**Summary:** The Chief Financial Officer creates systems, reporting formats, policies and procedures related to budgeting and the financial process; ensures that all elements of the financial system are accurate, efficient and in accordance with professional accounting practices and governmental regulations.

**Essential Duties and Responsibilities:**

- Directs accounting activities including the maintenance of the general ledgers, analysis of computer data and review of payroll
- Prepares governmentally mandated reports
- Maintains internal audit control systems
- Administers the cash management program
- Maintains, administers and evaluates benefit programs including health plan, 125 plan and 401k plan
- Trains new campus directors the budget preparation procedures and practices
- Assists in answering any and all questions related to finance
- Supervises accounting, facilities and MIS staff
- Performs other duties as assigned

**Supervisory Responsibilities:** Manages three subordinate supervisors who supervise a total of 12 employees in the Accounting Department, Facilities Department and Information Systems Department. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises one non-supervisory employee. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

**Core Competencies**

Integrity – Acts in a way that demonstrates personal integrity, serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organizational Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

## **Job Competencies**

Deploy and Align – Translates company strategies and objectives into concrete performance and improvement goals for the function, department or unit and actively participates in reviews and discussions to assure plans and progress have the needed business impact.

Develop Strategy – Grasps the demands and threats that conditions and trends in the environment create for the company and responds by focusing the function, department or unit on the critical few improvements in performance and capability needed for long-term success. Considers the needs and objectives of the business as a whole and is able to focus on priorities beyond his or her own or those of the immediate group.

Facilitate and Influence – Takes leadership in the organization when appropriate by engaging others in sound processes for thinking through problems and issues and by advocating consistency with company values and policies in decision making and relationships.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Master's degree (M/MS) from an accredited four-year college or university; or 5 years related experience and/or training; or equivalent combination of education and experience.

Language Skills – Ability to read, analyze and interpret common technical journals, financial reports and legal documents; ability to respond to common inquiries or complaints from employees and students, regulatory agencies, or members of the business community; ability to write presentations and handbooks for publication that conform to prescribed style and format; ability to effectively present information to top management, employees, students and/or board of directors.

Mathematical Skills – Ability to work with mathematical concepts such as probability and statistical inference; ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability – Ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, PowerPoint, Access and Outlook; networking and systems engineering, and master proprietary software used in student and employee records.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to walk. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

*San Joaquin Valley College*  
**Job Description**

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**Job Title: Financial Analyst**  
**Department: Accounting**  
**Reports To: Chief Financial Officer**  
**Classification: Full-Time, Exempt**

**Summary:** The Financial Analyst regularly and directly assists the Controller and Chief Financial Officer in analysis of data, budget development, and development of institutional strategies, objectives, measures, targets and initiatives. This information drives business performance and assures compliance with external regulatory agencies and SJVC policies and procedures.

**Essential Duties and Responsibilities:**

- Develops budgets
- Reports and explains actual to budget variances
- Analyzes ERP (CVue, MAS, Payroll, etc.) data and prepare reports
- Prepares documents for annual audit
- Reviews and audits accounting procedures; identifies deficiencies and implements improvement plans approved by the Controller or Chief Financial Officer
- Conducts financial review of projects
- Develops institutional strategies, objectives, measures, targets and initiatives
- Conducts presentations to Executive Council groups
- Remains current on data analysis software; prepares proposals for upgrades/additions and presents recommendations
- Performs other duties as assigned

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Collects and researches data; uses intuition and experience to complement data.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; uses reason even when dealing with emotional topics.

Project Management – Coordinates projects; communicates changes and progress; completes projects on time and budget.

Customer Service – Manages difficult or emotional customer situations; responds promptly to student needs; solicits customer feedback to improve services; responds to requests for service and assistance; meets commitments.

Interpersonal Skills – Maintains confidentiality.

Oral Communication – Listens and get clarification; responds well to questions.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; gives and welcomes feedback.

Business Acumen – Understands business implications of decisions; displays orientation to profitability.

Cost Consciousness – Works within approved budget; conserves organizational resources.

Diversity – Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Ethics – Treats people with respect; works with integrity and ethically; upholds organizational values.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Strategic Thinking – Understands organization's strengths and weaknesses.

Judgment – Exhibits sound and accurate judgment; includes appropriate people in decision-making process.

Motivation – Demonstrates persistence and overcomes obstacles; measures self against standard of excellence.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; accepts responsibility for own actions; follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Quantity – Completes work in a timely manner.

Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability – Adapts to changes in the work environment; manages competing demands; able to deal with frequent change, delays or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives to meetings and appointments on time.

Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative – Undertakes self-development activities; seeks increased responsibilities; asks for and offers help when needed.

Innovation – Meets challenges with resourcefulness; generates suggestions for improving work.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Undergraduate degree in accounting along with two or more years of progressively responsible accounting experience, or equivalent combination of education and experience.

Language Skills – Ability to read and comprehend complex instructions, short correspondence and memos; ability to write simple correspondence; ability to effectively present information in one-on-one and small group situations to students, business representatives and employees of the organization.

Mathematical Skills – Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry; ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability – Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access and Outlook, as well as Accounting and proprietary software used to maintain student records.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to fingers, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to walk. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

*San Joaquin Valley College*  
Job Description

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**Job Title: Administrative Assistant to the Chief Financial Officer**  
**Department: Accounting**  
**Reports To: Chief Financial Officer**  
**Classification: Non-Exempt**

**Summary:** The Administrative Assistant performs a variety of support activities of a responsible, difficult, and confidential nature in the following business areas; accounting, employee benefits, facilities, finance, information systems, insurance, purchasing and risk management. This position also provides support activities to the Chief Financial Officer for all companies owned by the Perry families; San Joaquin Valley College, San Joaquin Training Institute, Perry Enterprises and Perry Buchanan International.

**Essential Duties and Responsibilities:**

- Prepares and distributes agendas for meetings
- Confirms date, time, location and refreshments for meetings
- Prepares related hand out materials for meetings
- Attends meetings
- Prepares and distributes minutes
- Initiates follow up on all assignments
- Develops schedules, timelines and tickler files for objectives given from the Chief Financial Officer within given deadlines
- Maintains routine contact with all participants working on objectives and communicates variances and negotiates exceptions
- Maintains appointment calendar including receiving and addressing requests for appointments and negotiates variances and exceptions
- Maintains routine reports and projects
- Communicates with other corporate staff
- Represents the Chief Financial Officer to callers and visitors from the community
- Provides support to the CFO in community and volunteer activities
- Prepares, sends and receives information by computer and FAX
- Receives and places phone calls
- Drafts and prepares letters, memos and reports
- Performs other duties as assigned

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Collects and researches data; uses intuition and experience to complement data; designs work flow and procedures.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; uses reason even when dealing with emotional topics.

Project Management – Coordinates projects; communicates changes and progress; completes projects on time.



Technical Skills – Assesses own strengths and weaknesses; strives to continuously build knowledge and skills; shares expertise with others.

Customer Service – Manages difficult or emotional employee/student situations; responds promptly to employee/student needs; solicits employee/student feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills – Maintains confidentiality; listens to others without interrupting.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

Diversity – Shows respect and sensitivity for cultural differences; promotes harassment-free environment.

Ethics – Treats people with respect; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; sets goals and objectives.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent changes, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives to meetings and appointments on time.

Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – High School Diploma required, an A.S./A. A. Degree preferred. Must have five years experience as an Administrative Assistant.

Language Skills – Ability to conduct a high level of critical thinking, verbal, and written communications skills; ability to effectively present information in one-on-one and small group situations to employees, students and business associates.

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability – Ability to apply common sense understanding to carry out detailed written or oral instructions.

**Computer Skills** – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access and Outlook, and ability to master proprietary software used in student and employee records.

**Other Qualifications:** Must possess autonomy in the performance of daily activities and the use of refined judgment to apply extensive and specialized knowledge of administrative processes, procedures and practices.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk and hear. The employee is frequently required to stand and reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move 10 pounds, frequently lift and/or move up to 25 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

*San Joaquin Valley College*  
**Job Description**

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**Job Title: Controller**  
**Department: Accounting**  
**Reports To: Chief Financial Officer**  
**Classification: Full-time, Exempt**

**Summary:** The Controller works within the systems, reporting formats, policies and procedures related to budgeting and the financial process created by the Chief Financial Officer; ensures that all elements of the financial system are accurate, efficient and in accordance with professional accounting practices and governmental regulations.

**Essential Duties and Responsibilities:**

- Prepares financial statements
- Reviews financial statements with Campus Directors
- Reconciles accounts to subsidiary ledgers and supporting schedules
- Oversees for month end close and ensures accuracy of journal entries
- Ensures all drops are calculated through CLASS
- Ensures Accounts Receivable credit balances are handled within DOE guidelines
- Ensures all refunds are processed within DOE guidelines
- Oversees annual physical inventory
- Prepares for annual financial audit
- Prepares annual budget
- Oversees fixed asset inventory
- Conducts daily reconciliation for cash management
- Conducts reconciliation of marketable security accounts for cash management
- Conducts bank accounts reconciliation on a monthly basis and maintains supporting documentation for cash management
- Performs other duties as assigned

**Supervisory Responsibilities:** Directly supervises six or more non-supervisory employees in the Accounting Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

Design – Generates creative solutions; translates concepts and information into images, brochures, videos and advertisements; uses feedback to modify designs; applies design principles; demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Project Management – Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

Technical Skills -Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Customer Service – Manages difficult or emotional employee or student situations; responds promptly to employee and student needs; solicits employee and student feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; present numerical data effectively; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Visionary Leadership – Inspires respect and trust.

Change Management – Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Delegation – Delegate work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results.

Leadership – Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others.

Managing People – Includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies employee and student feedback; fosters quality focus in others; improves processes, products and services; continually works to improve supervisory skills.

Quality Management – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Business Acumen – Understands business implications of decisions; displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals.

Cost Consciousness – Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.

Diversity – Shows respect and sensitivity for cultural differences; promotes a harassment-free environment;

Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

Strategic Thinking – Develops strategies to achieve organizational goals; understands organization's strengths and weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.

Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Motivation – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Quantity – Meets productivity standards; completes work in a timely manner; strives to increase productivity.

Safety and Security – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives to meetings and appointments on time.

Dependability – Follow instructions, responds to Board of Directors' direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person of an alternate plan.

Innovation – Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Bachelor's degree (B.A.) from four-year college or university, or 2 years related experience and/or training; or equivalent combination of education and experience.

Language Skills – Ability to read, analyze and interpret common technical journals, financial reports and legal documents; ability to respond to common inquiries or complaints from employees and students, regulatory agencies, or members of the business community; ability to write presentations and handbooks for publication that conform to prescribed style and format; ability to effectively present information to top management, employees, students and/or board of directors.

Mathematical Skills – Ability to work with mathematical concepts such as probability and statistical inference; ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability – Ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, PowerPoint, Access and Outlook; and master proprietary software used in student records.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to walk. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The

employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

*San Joaquin Valley College*  
**Job Description**

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**Job Title: Assistant Controller**  
**Department: Accounting**  
**Reports To: Controller**  
**Classification: Full-time, Exempt**  
**Form Code: ACT (Accounting)**

**Summary:** Under the direct supervision of the Controller and technical supervision of the Chief Financial Officer, the Assistant Controller is responsible for the following essential duties and responsibilities for SJVC and affiliated companies.

**Essential Duties and Responsibilities:**

- Maintains daily cash balances
- Responsible for monthly bank reconciliations
- Audits and reconciles various balance sheet accounts on a monthly basis
- Responsible for annual audit schedules
- Maintains fixed assets detail accounts
- Conducts internal audits as assigned
- Assists the Controller in preparation of monthly financial statements
- Ensures timely response to corporate requests and directives
- Performs other duties as assigned

**Supervisory Responsibilities:** Directly supervises six or more non-supervisory employees in the Accounting Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

**Core Competencies**

**Integrity:** Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

**Professionalism:** Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

**Adaptability:** Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

**Organization Support:** Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

**Communication:** Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

## **Job Competencies**

**Manage Employee Performance** – Takes action to ensure that employees fully understand their roles, responsibilities and performance standards/expectations; provides ongoing feedback and support as employees strive to achieve expectations; engages in two-way conversations throughout the year that ensure an up-to-date understanding of expectations, performance gaps and actions required to close any gaps.

**Delegation** – Delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results.

**Planning** – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets and meets goals and objectives.

**Cost Consciousness** – Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience** – Undergraduate degree in accounting along with two or more years of progressively responsible accounting experience, or equivalent combination of education and experience.

**Language Skills** – Ability to read and comprehend complex instructions, short correspondence and memos; ability to write simple correspondence; ability to effectively present information in one-on-one and small group situations to students, business representatives and employees of the organization.

**Mathematical Skills** – Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry; ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

**Reasoning Ability** – Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills** – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access and Outlook, as well as Accounting and proprietary software used to maintain student records.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to fingers, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to walk. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.



*San Joaquin Valley College*  
**Job Description**

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**Job Title: General Ledger Bookkeeper**  
**Department: Accounting**  
**Reports To: Controller**  
**Classification: Full-time, Non-exempt**

**Summary:** Under the direct supervision of the Assistant Controller and technical support of the Controller, the General Ledger Bookkeeper is responsible for the following essential duties and responsibilities for SJVC and affiliated companies.

**Essential Duties and Responsibilities:**

- Assists in maintenance of daily cash balances/transactions
- Maintains access to business information to those with a need-to-know
- Assists in audit and reconciliation of balance sheet accounts on monthly and annual basis
- Helps maintain annual audit schedules
- Maintains fixed asset detail schedule
- Interacts extensively with personnel throughout the College in a positive and professional manner
- Enters data
- Files accounting paperwork
- Ensures timely response to campus requests and corporate directives
- Performs other duties as assigned

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; uses reason even when dealing with emotional topics.

Customer Service – Manages difficult or emotional customer situations; responds promptly to student, employee or campus/corporate needs; solicits customer feedback to improve services; responds to requests for service and assistance; meets commitments.

Interpersonal Skills – Maintains confidentiality; listens to others without interrupting; keeps emotions under control

Oral Communication – Listens and get clarification; responds well to questions.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; gives and welcomes feedback.

Diversity – Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Ethics – Treats people with respect; works with integrity and ethically; upholds organizational values.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Judgment – Exhibits sound and accurate judgment.

Motivation – Demonstrates persistence and overcomes obstacles; measures self against standard of excellence.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources.

**Professionalism** – Approaches others in a tactful manner; reacts well under pressure; accepts responsibility for own actions; follows through on commitments.

**Quality** – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

**Quantity** – Completes work in a timely manner.

**Safety and Security** – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

**Adaptability** – Adapts to changes in the work environment; manages competing demands; able to deal with frequent change, delays or unexpected events.

**Attendance/Punctuality** - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives to meetings and appointments on time.

**Dependability** – Follows instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

**Initiative** – Undertakes self-development activities; seeks increased responsibilities; asks for and offers help when needed.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience** – Associates degree in accounting along with two or more years of progressively responsible accounting experience, or equivalent combination of education and experience.

**Language Skills** – Ability to read and comprehend complex instructions, short correspondence and memos; ability to write simple correspondence; ability to effectively present information in one-on-one and small group situations to students, business representatives and employees of the organization.

**Mathematical Skills** – Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry; ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

**Reasoning Ability** – Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills** – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access and Outlook, as well as Accounting and proprietary software used to maintain student records.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to fingers, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to walk. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

*San Joaquin Valley College*  
**Job Description**

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**Job Title: Student Accounts Bookkeeper**  
**Department: Accounting**  
**Reports To: Student Accounts Manager**  
**Status: Non-exempt**

**Summary:** The Student Accounts Clerk will be responsible and accountable for recording various student account activities as assigned by the Student Accounts Manager. This position requires extreme accuracy because of the impact on each student's account as well as the entire billing process.

**Essential Duties and Responsibilities:**

- Posts cash receipts including day sheets and financial aid reimbursements
- Distributes cash receipts to students for financial aid reimbursements
- Posts all student contracts
- Posts any adjustments to student accounts
- Reviews all student accounts to ensure accuracy
- Insures all agency accounts are billed promptly and collected in a timely manner
- Insures all non-active student accounts are billed promptly by SJVC or outside provider (TFC) and follows-up as necessary to collect balances due to the College
- Prepares and maintains month-end reports and prepares month-end binders for each campus
- Prepares and maintains cash deposit and accounts receivable worksheets for each campus
- Performs other duties as assigned

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Collects and researches data; uses intuition and experience to complement data.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; uses reason even when dealing with emotional topics.

Customer Service – Manages difficult or emotional customer situations; responds promptly to student needs; solicits customer feedback to improve services; responds to requests for service and assistance; meets commitments.

Interpersonal Skills – Maintains confidentiality.

Oral Communication – Listens and get clarification; responds well to questions.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; gives and welcomes feedback.

Diversity – Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Ethics – Treats people with respect; works with integrity and ethically; upholds organizational values.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; accepts responsibility for own actions; follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Quantity – Completes work in a timely manner.

Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability – Adapts to changes in the work environment; manages competing demands; able to deal with frequent change, delays or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives to meetings and appointments on time.

Dependability – Follows instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – High school diploma or general education degree (GED) required along with one year of accounts receivable experience, preferably in an educational setting.

Language Skills – Ability to read and comprehend simple instructions, short correspondence and memos; ability to write simple correspondence; ability to effectively present information in one-on-one and small group situations to students, business representatives and employees of the organization.

Mathematical Skills – Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals; ability to compute rate, ratio and percent.

Reasoning Ability – Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access and Outlook, as well as Accounting and proprietary software used to maintain student records.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to fingers, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to walk. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

*San Joaquin Valley College*  
**Job Description**

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**Job Title: General Accounting Clerk**  
**Department: Accounting**  
**Reports To: Controller**  
**Classification: Part-time, Non-exempt**

**Summary:** The Clerk supports the clerical functions of the Accounting department. This individual will perform a variety of tasks and works under immediate supervision.

**Essential Duties and Responsibilities:**

- Maintains filing systems, files
- Conducts general office tasks such as copying, faxing and data entry
- Works with Excel spreadsheets
- Scans documents
- Performs various office duties/procedures as assigned

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

**Core Competencies:**

Integrity: Acts in a way that demonstrates personal integrity, serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism: Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability: Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support: Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication: Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

**Job Competencies**

Customer Focus – Personally demonstrates that external or internal customers are a high priority; identifies customer needs and expectations and responds to them in a timely and effective manner; anticipates and prevents delays or other things that can adversely affect the customer; keeps customer informed about the status of pending actions and inquiries about customer satisfaction with products or services.

Time Management – Prioritizes tasks and manages time to ensure that deadlines are met; plans time and sticks to those plans; prevents or manages interruptions until the highest priority tasks are accomplished.

Work Ethic – Is keenly aware of the time frame in which tasks or projects need to be done; accepts and mirrors the level of urgency conveyed by the manager or customer being served; puts first priority on the needs of the organization or the needs of its customers.

Quality of Work – Has established a track record of producing work that is highly accurate, demonstrates attention to detail, and reflects well on the organization; is personally committed to high quality work and encourages others to have similar standards.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – High school diploma or general education degree (GED) required. A minimum of two years data entry and related clerical support experience preferred.

Language Skills – Ability to read and comprehend simple instructions, short correspondence, and memos; ability to write simple correspondence; ability to effectively present information in one-on-one and small groups situations to students and employees.

Mathematical Skills – Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals; ability to compute rate, ratio and percent.

Reasoning Ability – Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access and Outlook; and masters proprietary software used to maintain student records.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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