

Request to Fill Classified Positions

This form can be used to track the request process for filling vacant positions, and/or requesting new positions or increases in current positions. This form is not to be used for reclassification requests or reorganizations. Complete the sections immediately below, attach any documentation and forward the packet according to the listed steps. Each person in the chain will initial and date the document, and forward it as appropriate. If the request is denied at steps 1, 2 or 4, the individual or group denying the request will inform the requesting party. Steps 3 and 5 are recommendatory only.

Note: Temporary (District or agency) employment in the requested area is limited to a maximum of 60 days. This limit is designed to encourage prompt review of the vacancy. (Education Code Sec. 88003)

1. This position is a


	<input checked="" type="checkbox"/> Replacement (No Changes)	<input type="checkbox"/> Replacement with requested changes *	<input type="checkbox"/> New Position (not a replacement)
Department:	Fiscal		
Position Title:	Accounting Specialist II		
Last Incumbent or "New":	Angela Ramirez		
Date of vacancy or Date of Board approval of new position:	1/20/2016		
Salary Range:	17		
Hours per week:	40		
Months per year:	12		
Bilingual Required:	No		

* Use the "Replacement (no changes)" column to provide information about the position as it currently exists. Use the "Replacement with Requested Changes" column to show the changes.

On a separate sheet, answer the questions below regarding the position.

2. Annual Cost of the Proposal (HR will complete).
3. Source of Additional Funds: for New Positions or Replacements with requested increases of hours or work years:
4. If requesting changes to the position, provide the justification/rationale, and consequences of not making the change.
5. Explain how this position supports student learning.
6. Explain what would happen if the position weren't approved.
7. Bilingual (Spanish)
 - I am requesting this position be considered by the Vice President to be designated as Bilingual Required because:
 - No, this position should not be bilingual required
8. **Attach the Job Description to this request. All Classified Job Descriptions can be found online at: <http://www.mpc.edu/about-mpc/campus-resources/human-resources/employment/job-descriptions>**

Classification/Position: Accounting Specialist II Date: 1/11/16

steps	REPLACEMENT POSITION	Initials/Date	steps	NEW OR CHANGED POSITION*	Initials/Date
1	Chair/manager discusses vacant position with division/area and other relevant group(s).		1	Chair/manager discusses the new/ vacant position with division/area and other relevant group(s).	
2	Chair/manager discusses with VP or designee. The VP may authorize short term help if funds in the budget and no additional cost.		2	Chair/manager discusses with VP or designee. The VP may authorize short term help if funds in the budget and no additional cost.	
3	VP discusses request with Vice Presidents and President		3	VP or designee discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.		4	VP discusses request with Vice Presidents and President. HR informs MPCEA.	
5	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps .		5	College Council Reviews and makes a recommendation to the President. 2 Readings.*	
			6	President makes final decision and informs VP, Chair/manager. President directs HR to process request. (Board approval, recruitment, etc.)	
			7	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps	

VP's Authorization for Bilingual: _____

DATE: _____

President's Authorization: _____

DATE: _____

Note #1: These steps may take more or less time depending upon time constraints (e.g. e-mail vs. meetings), and the nature of the position.

Note #2: If this process cannot be completed within 30 calendar days, the President may authorize action without completing this process and will inform the College Council.

Note #3: If the new or changed position is vital to core mission of the college, the President may authorize action without completing this process and will inform the College Council.

Note #4: Once recruitment begins, Education Code Section 88003 limits short term or substitute employment to 60 days.

*New and changed positions must be presented to College Council for two readings and approved by the Board of Trustees. Positions included in MPCEA must be negotiated.

2. Annual Cost of the Proposal (HR will complete).

Annual Salary = $\$3,127 * 12 = \$37,524$
Roll-Ups $\$37,524 * 22.547\% = \$ 8,461$
Benefits = $\$19,927$
Annual Cost = $\$65,912$

3. Source of Additional Funds: for New Positions or Replacements with requested increases of hours or work years:

Position is budgeted.

4. If requesting changes to the position, provide the justification/rationale, and consequences of not making the change.

No change.

5. Explain how this position supports student learning.

The Accounting Specialist II position – is the District’s Accounts Payable position. This position pays all vendor invoices, including instructional and non-instructional for the college.

6. Explain what would happen if the position weren’t approved.

If this position was not approved, vendor payments would be made but not in a timely manner.

Job Description/Title: ACCOUNTING SPECIALIST → ACCOUNTING SPECIALIST II
Approved, Bargaining Unit President: Reclassification Committee 4/22/14
Approved, MPC Associate Dean, Human Resources: 4/22/14
Board Approved: 10/22/2014

MONTEREY PENINSULA COLLEGE

ACCOUNTING SPECIALIST II

JOB SUMMARY

Under general supervision, perform accounts receivable and/or accounts payable duties associated with the accounting office. Receive limited supervision within a broad framework of standard District policies, procedures, governmental rules and regulations. Provide support in the preparation and maintenance of accounting records and reports; enter, reconcile and balance assigned accounts and perform related duties.

EXAMPLES OF FUNCTIONS

Essential Functions

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Prepare various accounting and financial records for the District accounts such as accounts payable and/or accounts receivable.

Accurately post financial and statistical data to accounts and ledgers; process adjustments as needed.

Prepare and code journal vouchers; verify and reconcile warrant listings; ensure proper budget codes are posted to accounts receivable/accounts payable and other records.

Prepare, collect and distribute warrants, invoice and similar documents.

Perform a variety of complex calculations and financial/statistical record-keeping utilizing databases and spreadsheets as appropriate; verify accuracy of financial and numerical data and resolve discrepancies.

Calculate and review invoice sales tax for accuracy and compliance with laws and regulations; maintain sales tax summary report.

Monitor spending to ensure limits have not exceeded annual contracts; notify supervisor of any potential issues.

Assist department staff with special projects during peak workload periods including preparation of the 1099 tax forms at year end.

Review, verify and process payments for various fund claims.

Prepare accounting and statistical data, remittances and reports in support of the Controller.

Ensure payments, receipts and documentation are in accordance with District, County, State and Federal laws, regulations and procedures.

Receive, review, and process invoices; resolve discrepancies by contacting vendors, students or originating program; adjust variances or disagreements with vendors and students; prepare journal entries.

Monitor cash balances in various accounts; make cash deposits to maintain appropriate balances; balance and reconcile general accounts as assigned; receive cash, warrants, and checks from various revenue sources; receive, post and deposit cash received daily to account; audit daily receipts, distribute receipts and revenues to proper accounts.

Research lost, cancelled or unpaid warrants; prepare affidavit to County Office.

Prepare transmittals with receipts for direct deposits with the County Treasurer.

Assist in the preparation of the District's interim and annual audit.

Assist students with web registration payments, resolve credit card issues and refunds.

Assist in student financial aid disbursements according to policies and procedures; coordinate with department representatives on various financial aid awards.

Assist at the student account window in the Fiscal Services Office.

Verify, balance and adjust accounts; reconcile expenditures and income accounts.

Review budget records, post receipts and expenditures according to established procedures; verify proper authorization, budget account codes and availability of funds for requisitions; post and process to accounts.

Prepare related reports and maintain a variety of files.

Interpret, explain and apply rules, regulations and practices; respond to inquiries and provide information to District employees, vendors and others.

Reconcile account balances and bank statements.

Perform a variety of support duties which may include, but is not limited to answering the phone, operate a variety of office and accounting machines, including calculator and computer peripherals.

May oversee the work of students workers.

Other Duties

Perform other related duties as assigned.

Participate on committees as required.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience, and training that would indicate possession of the required knowledge, skills, and abilities listed herein. For example, completion of two years of college level course work in accounting or related field and two years of experience with increasingly responsible activities in maintaining fiscal records.

Knowledge

Knowledge of: principles and practices of intermediate bookkeeping and account; business mathematics; cash control processes; general office and record keeping procedures; security risk and control procedures related to accounting and cash handling; the importance of protecting the confidentiality of financial records; operation of a computer and applicable software; telephone techniques and etiquette; basic operation of standard office machines.

Abilities

Ability to: perform intermediate bookkeeping functions, and mathematical computations; prioritize tasks and do several tasks simultaneously; apply rules and regulations to practical situations; assemble and organize data; prepare worksheets and reports; use appropriate and correct English spelling, grammar, and punctuation; perform arithmetical calculations with speed and accuracy; accurately and efficiently use a variety of spreadsheets to fulfill the requirements of the job; learn and successfully use new software programs as required to fulfill the requirements of the job; communicate effectively in both oral and written form; understand and carry out both oral

and written directions; work effectively to meet deadlines; maintain the security and confidentiality of specified records and information; establish and maintain effective work relationships with those contacted in the performance of duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels up to 15 pounds. Indoor work environment.