

TEMPLATE FOR CLASSIFIED POSITION REQUEST

Position Title: Accounting Specialist SC 4

Dept/Program: Fiscal Services

Submitted by: Rosemary Barrios

PT/FTE: Full Time

New or Replacement: Replacement of a budgeted position

Salary/Benefit Costs: \$31,620 Salary + \$8,539 Benefits + \$21,899 H&W

Total Costs: \$62,058

Funding Source: Fiscal Services Department budget (district funded)

Are there Salary Savings: No salary savings.

Description of duties and responsibilities: This position handles all of the Trust Fund and Scholarship accounting for the College. Prepares, records, and tracks financial aid disbursement to students; Cal grants, Orr estate loans, EOPS grants, Stafford loans both sub and unsub, district grant and aid, and others. Prepares checks to vendors from department Trust Fund accounts. .Assists at the student account window assisting students with tuition payments. Prepares monthly financial statements for the board. At year end balances all general ledger and revenue and expense accounts and prepares balance sheets and income statements for the year end audit

Does Position act as an entry point for the college? Should it be bilingual?

This position interacts daily with students assisting students with picking up financial aid and assisting students with tuition and fee payments to the college at the student account window here at Fiscal Services. This position also interacts daily with classified, and faculty who are requesting payment to vendors from their Trust Fund account. We have several staff members in the office who speak Spanish so we are well represented.

What would happen if this position weren't approved?

If this position was not approved it would take much longer for financial aid to be delivered to students. Students would not be able to purchase their books that they need for classes on time that they use their financial aid funds for. The Trust Fund and Scholarship accounting would not be timely. Vendors would not be paid timely. We would not have the additional help needed to keep up.