AFL-CIO

California School Employees Association

3350 Scott Blvd.
Building 18
Santa Clara, CA 95054

(408) 261-7990
(800) 487-2440

www.csea.com

Adam Weinberger
Association President

Keith Pace
Executive Director

Member of the AFL-CIO

The nation's largest independent classified employee association

AEU

August 28, 2026

Via Electronic Mail:
spullum@hartnell.edu

Shawn Pullum
Chapter President 470

Re: Memorandum of Understanding (MOU) – Business Service Job Descriptions

Dear President Pullum:

I have received the Memorandum of Understanding (MOU) Business Service Job Descriptions between the Hartnell Community College School District and the California School Employees Association (CSEA) and its Hartnell Chapter 470.

It has been reviewed in accordance with Policy 610. I have found no apparent violation of law, CSEA's Constitution and Bylaws, or Policy.

Ratification for this MOU **is** required.

Please provide your Labor Relations Representative with the ratification date so that we may update our records.

Please ensure your chapter complies with the Ratification Meeting requirements as identified in your chapter constitution and Policy 610 Ratification Notice.

I would like to take this opportunity to acknowledge the time and effort spent by you and the Negotiating Committee in negotiations. Your involvement and dedication are truly appreciated.

Please feel free to contact my office if you have any questions or concerns.

Sincerely,

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Danny Corum
Interim Field Director

DC/nah

Cc: Becki Rangel Hadley, Regional Representative 70; Isabela Telles, Labor Relations Representative; Val Hollins, Senior Labor Relations Representative; Chapter 470 Contract File

MEMORANDUM OF UNDERSTANDING ("MOU"
or "Agreement") BETWEEN THE
HARTNELL COMMUNITY COLLEGE DISTRICT ("District")
AND THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS CHAPTER #470 ("CSEA")

Re: Business Services Reclassification
August 6, 2026

In recognizing changing and evolving District staffing needs, and in an effort to recognize, benefit, and preserve negotiated protections for affected classified employees, and in further implementation of the May 13, 2026 Family/Group 3 Implementation and All-CSEA Classification and Compensation Study Wrap-Up MOU ("Wrap-Up MOU"), the District and CSEA (the "parties") agree to implement changes to the Business Services classifications ("classes"), allocations, and job descriptions ("JDs") as follows:

1. Position Titles and Ranges for Business Services:

Updated Classification	Updated Range
Accounting Assistant	26
Accounting Specialist	30
Accountant	36
Budget and Grants Accountant	38
Senior Accountant	45
Program Coordinator	36
Purchasing Assistant (originally Purchasing Technician)	26

2. The following changes shall be made to the classifications listed above:

    a. Any Accounting Assistant incumbent whose previous classification was Accounting Technician immediately prior to implementation of the Wrap-Up MOU shall be reclassified to Accountant, Range 36. The existing Accountant JD shall be replaced by the revised Accountant JD attached to this Agreement.

    b. Any remaining Accounting Assistant incumbents shall be reclassified to Accounting Specialist, Range 30.

    c. The vacant, full-time Accounting Technician position shall be reclassified as Accounting Assistant, Range 26, and recruited as soon as practicable.

    d. The Budget and Grants Accountant classification shall be reallocated to Range 38.

    e. The Purchasing Technician class shall be renamed Purchasing Assistant and reallocated to Range 26.

    f. The designated Program Assistant performing District travel and administering state travel management duties shall be reclassified to Program Coordinator, Range 36. The parties agree that this reclassification and the revised Program Coordinator job description resolve the pending item identified in Section 5(c)(iv) of the Wrap-Up MOU.

g. JDs for the updated classes above shall be included in the attached Appendix A to this Agreement.

3. The parties agree that no reduction, change, or loss of full-time equivalent (FTE) will occur as a result of the changes made by this Agreement.

4. The parties agree that seniority will be carried over from the incumbents' current classification to the new classification created, renamed, revised, reallocated, or otherwise affected by this Agreement. No seniority will be lost or gained via this reclassification process.

5. Salary adjustments will be implemented as follows:

    a. Any salary adjustments resulting from this Agreement shall be retroactive to July 1, 2024.

    b. Per the 2025-2028 collective bargaining agreement ("CBA"), range adjustments and retroactive payments are generally applied within sixty (60) days. Adjustments and payments related to this Agreement will be made as soon as practicable. The parties will meet and negotiate a new date if not applied by 12/1/2026.

    c. CSEA employees moving classifications and/or ranges will be placed on the new range at the step closest to the employee's salary on the 2024-2025 salary schedule, without reducing the employee's salary. Anniversary step increases shall be applied at the appropriate date and salary schedule in accordance with the CBA.

    d. CSEA employees who move from top step to a step other than the top step as a result of this Agreement shall be eligible for step increases as described in Article 9, Section 2 – Anniversary Dates and Annual Increments.

6. CSEA employees who resign or retire during or after the classification/compensation study, or prior to this Agreement being implemented, will receive all on-schedule salary schedule adjustments for time worked prior to termination of their employment. This shall include salary schedule adjustments applied retroactively after a successor contract or related instrument has been negotiated.

7. Nothing in this Agreement shall be construed as a waiver of any right held by CSEA or unit members under the CBA, EERA, or applicable law, nor shall anything in this Agreement supersede, diminish, or waive any protection, obligation, or unresolved matter preserved by the Wrap-Up MOU except to the extent expressly resolved by this Agreement.

8. As a clarification to the CBA, an anniversary date is established when a bargaining unit member is hired into a position and updated upon promotion. Reclassification shall not result in a change in anniversary date. Applicable CBA Appendix H definitions shall be corrected to reflect this understanding.

9. Any disputes arising from this Agreement shall be subject to the grievance and arbitration procedures outlined in the parties' CBA.

10. This MOU shall be numbered and incorporated into the CBA under Appendix M and shall remain in effect unless modified by mutual written agreement of the parties.

For the District:	For CSEA:
César Torrico César Torrico (Aug 14, 2026 09:46:02 PDT)	Shawn Pullum (Aug 13, 2026 17:25:17 PDT)
	Isabela Telles (Aug 13, 2026 19:10:44 PDT)
	Jessica Green (Aug 14, 2026 07:39:40 PDT)
	Brenda Jones
	Elizabeth Rocha Elizabeth Rocha (Aug 14, 2026 08:46:18 PDT)

Appendix A: Job Descriptions

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DISTRICT PROPOSED 08.06.26

HARTNELLCOLLEGE

Position: ~~Accounting Technician~~Accountant	**Position Number:**
Department/Site: Business Office	**FLSA:** Non-Exempt
Reports to: ~~Accounting Manager or~~ Executive Director of Fiscal & Auxiliary Services	**Salary Range:** ~~32~~36

DESCRIPTION:

Under general supervision, performs ~~advanced technical~~ professional governmental accounting work involving the preparation, analysis, reconciliation, interpretation, ~~processing, reconciliation, analysis,~~ and maintenance of the District's financial records and reports. Performs complex accounting assignments requiring substantial independent judgment, including general ledger accounting, financial reporting, account reconciliations, journal entries, month-end and year-end closing activities, audit support, financial analysis, internal controls, ~~grant financial administration,~~ and compliance~~, and reporting, and technical financial analysis~~ with governmental accounting standards and applicable regulations.

Performs professional accounting work related to unrestricted, restricted, categorical, auxiliary, enterprise, capital, and grant-funded programs as assigned, including financial reporting, reconciliations, budget monitoring, compliance, and fiscal analysis. Serves as a ~~technical~~ professional accounting resource within the Business Office by providing professional accounting guidance and ~~ensures~~ supporting compliance with District policies, governmental accounting ~~principles~~standards, applicable ~~federal and state~~laws and regulations, and established internal controls. Performs related accounting duties and responsibilities as assigned, consistent with the scope and level of the classification. ~~Performs related duties as assigned.~~

DISTINGUISHING CHARACTERISTICS:

This is the ~~advanced technical~~ journey-level professional Accountant classification within the ~~Accounting support series~~Business Office. Incumbents perform ~~complex~~ professional governmental accounting ~~assignments~~ work requiring substantial independent judgment in financial analysis, general ledger accounting, financial reporting, audit support, and regulatory compliance. ~~knowledge of governmental accounting principles, analytical ability, independent judgment, and interpretation of accounting policies and regulations. Assignments frequently involve general ledger accounting, financial reporting, account reconciliations, audit preparation, grant accounting, and technical accounting support.~~ This classification is distinguished from the Accounting Specialist by its responsibility for ~~higher-level technical~~ professional accounting functions ~~rather than advanced transactional accounting activities.~~requiring greater analytical responsibility, professional judgment, and technical accounting expertise. It is distinguished from the Budget & Grants Accountant by its primary focus on District-wide governmental accounting rather than grant administration and post-award fiscal management.

REPRESENTATIVE DUTIES

- Reviews, analyzes, interprets, verifies, and reconciles complex financial transactions, reports, subsidiary ledgers, and supporting documentation to ensure accuracy, completeness, and compliance with District policies, governmental accounting principles, and applicable regulations.

- Compiles, analyzes, ~~and~~ prepares, and interprets financial reports, schedules, reconciliations, and supporting documentation for management, auditors, ~~granting~~ grantor agencies, regulatory reporting, governing agencies, and other internal and external users.

- Maintains, reconciles, and analyzes assigned general ledger accounts, subsidiary ledgers, financial records, and supporting documentation to ensure the integrity of the District's financial reporting.

- Coordinates and performs month-end and year-end closing activities, including reconciliation of assigned general ledger accounts, preparation of journal entries and accruals, analysis of financial activity, ~~and~~ preparation of supporting schedules ~~for financial reporting. Assists in preparing annual~~ , and assistance with the preparation of the District's financial statements and other required fiscal reports.

- Communicates and collaborates with ~~other~~ District departments ~~and personnel~~, governmental and private agencies, auditors, grantor agencies, ~~and~~ vendors, and other stakeholders ~~provides information to District personnel~~ regarding ~~various~~ financial records, accounting transactions, budgets, grants, ~~accounts, and programs; answers questions and resolves problems related to assigned program or~~and assigned accounting functions; researches issues, provides technical guidance, and resolves accounting-related problems.

- Reviews, ~~V~~verifies, analyzes, and reconciles ~~accuracy of~~ financial and numerical data; ~~and follows up on inaccuracies and~~researches and resolves discrepancies; ~~assists with verification of~~ ensures appropriate account classifications and ledger postings; ~~supports preparation of necessary financial and narrative data for periods of audit.~~prepares supporting documentation for financial reporting and audit purposes.

- Performs professional governmental accounting work related to unrestricted, restricted, categorical, auxiliary, enterprise, capital, and grant-funded programs as assigned, including financial reporting, reconciliations, budget monitoring, fiscal analysis, compliance activities, and audit support.

- Provides professional accounting support related to the financial administration, reporting, reconciliations, compliance monitoring, and fiscal analysis of assigned grant-funded and categorical programs while coordinating with the Budget & Grants Accountant, as appropriate.

- Develops, recommends, and implements accounting procedures, internal controls, and process improvements to enhance financial reporting, operational efficiency, regulatory compliance, and sound fiscal management.

- Researches, analyzes, and recommends solutions to complex accounting issues and assists in the development and implementation of accounting policies, procedures, and financial system improvements.

- Builds and maintains positive working relationships with co-workers, other District employees, students and the public using principles of good customer service.

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KNOWLEDGE, SKILLS AND ABILTIES:
Knowledge of:

- Principles and practices of governmental accounting, including general ledger accounting, account reconciliation, financial reporting, and internal controls.

- Methods and techniques for preparing, analyzing, reconciling, and maintaining complex financial records and reports.

- General ledger structure, journal entries, subsidiary ledgers, accrual accounting, and month-end and year-end closing processes.

- Budgetary accounting principles and financial recordkeeping practices.

- Principles of governmental fund accounting and financial statement preparation.

- Principles of governmental budgeting and fiscal management.

- Federal, state, and local laws, regulations, and reporting requirements applicable to governmental accounting, including the California Community Colleges Budget and Accounting Manual (BAM), Generally Accepted Accounting Principles (GAAP), and applicable grant regulations.

- Governmental Accounting Standards Board (GASB) pronouncements and financial reporting requirements applicable to California community colleges.

- Principles of financial analysis,~~ and~~ reconciliation, financial reporting, and interpretation of accounting information.~~.~~

- Principles of grant accounting, post-award fiscal administration, and applicable federal and state grant regulations related to assigned accounting responsibilities.

- Financial management information systems, enterprise resource planning (ERP) systems, spreadsheet applications, and accounting software.

- Principles and practices of sound business communication and customer service.

- District organization, policies, procedures, and accounting practices.

- Record retention requirements applicable to financial records.

- Applicable provisions of FERPA and other laws governing confidentiality of financial and student information.

Skills and Abilities to:

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- Analyze, interpret, reconcile, evaluate, and maintain complex accounting records, ~~and~~ financial transactions, and supporting documentation.
- Prepare accurate journal entries, financial reports, financial statements, reconciliations, and supporting accounting schedules.
- Analyze financial information, identify discrepancies, research issues, and recommend appropriate corrective action.
- Interpret and apply governmental accounting principles, District policies, grant requirements, ~~and~~ applicable laws and regulations, and professional accounting standards.
- Exercise sound ~~independent~~ professional judgment in interpreting accounting principles and resolving complex accounting issues. ~~within assigned authority.~~
- Develop, ~~R~~recommend, and implement accounting procedures, internal controls, and process improvements to enhance accuracy, efficiency, compliance, and ~~internal controls~~financial reporting.
- Provide professional accounting guidance and technical assistance to Business Office staff and District departments.
- Maintain the integrity of financial records through effective internal controls and accurate documentation.
- Organize, prioritize, and complete multiple assignments while meeting established deadlines.
- ~~Communicate effectively, both orally and in writing, with District personnel, auditors, regulatory agencies, vendors, and the public.~~
- ~~Prepare clear, concise financial analyses, correspondence, procedures, and reports.~~
- Prepare and present financial information and recommendations clearly and effectively, both orally and in writing.
- Operate financial management systems, accounting software, spreadsheets, databases, and other business applications.
- Establish and maintain effective working relationships with individuals at all organizational levels.
- Research, interpret, and apply complex accounting regulations, policies, and technical guidance.
- 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.

PREFERRED QUALIFICATIONS:

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- Experience performing professional governmental accounting in a California community college, educational institution, or other governmental/public-sector environment is desirable.

EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited college or university in Accounting, Business Administration, Finance, Public Administration, or a closely related field.
- Three (3) years of progressively responsible professional accounting experience involving governmental accounting, financial reporting, financial analysis, auditing, account reconciliations, journal entries, or general ledger accounting.
- Additional qualifying professional accounting experience may be substituted for the required education on a year-for-year basis, provided the candidate demonstrates the knowledge, skills, and abilities required to successfully perform the essential functions of the position.
- An equivalent combination of education and qualifying experience may be considered.

- ~~AGraduation from high school or equivalent supplemented by an Associate's degree from an accredited institution in Accounting, Business Administration, Finance, or a closely related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis.~~

- ~~And fFour (4) years of increasingly responsible technical accounting experience, including but not limited to responsibility for general ledger accounting, account reconciliations, journal entries, financial reporting, audit support, governmental accounting, or closely related technical accounting functions.~~
- ~~Experience in a California community college or other governmental/public-sector environment is desirable.~~

- ~~Or aAn equivalent combination of education and qualifying experience may be considered.~~

LICENSES AND OTHER REQUIREMENTS:

- A valid driver's license and the ability to maintain insurability under the District's vehicle insurance program.

PHYSICAL EFFORT/WORK ENVIRONMENT:

- Employees perform work, with or without accommodations, in an indoor office environment and may be subject to constant interruptions. Physical effort is typically light to moderate, with occasional lifting of objects weighing up to ten (10) pounds. Duties involve regular use of a computer, tablet, or similar device, including prolonged sitting, screen time, and the use of a mouse and keyboard. Compliance with all applicable safety policies and procedures is mandatory at all times.

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DISTRICT PROPOSAL 07.29.26

Position: Accounting ~~Technician~~ Assistant	**Position Number:**
Department/Site: Business Office	**FLSA:** Non-Exempt
Reports to: Accounting Manager	**Salary Range:** ~~22~~ 26

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DESCRIPTION:
Under general supervision, performs entry-level accounting support and cashiering duties involving the receipt, processing, recording, and balance of payments and other financial transactions; maintains student account and related financial records; processes routine refunds, waivers, and adjustments; provides customer service to students, employees, and the public; and performs related accounting support duties in accordance with established District policies and procedures. Performs related accounting duties and responsibilities as assigned, consistent with the scope and level of the classification. ~~prepares, processes, verifies, and maintains financial and accounting documents and records; performs specialized and technical cashiering and accounts receivable duties requiring in-depth knowledge of all aspects of the cashiering cycle necessary for the department's daily operations; processes student financial aid and other third-party billing utilizing applicable functions of the District enterprise resources planning system; posts transactions, monitors, and maintains accounting records; resolves student account issues.~~

DISTINGUISING CHARACTERISTICS:

This is the entry-level classification within the Accounting support series. Incumbents perform routine cashiering, student account, and accounting support duties within established procedures and guidelines. This classification is distinguished from the Accounting Specialist by the latter's responsibility for advanced transactional accounting assignments, greater independent judgment, and specialized functional responsibilities.

REPRESENTATIVE DUTIES:

- ~~Coordinates day-to-day cashiering activities in accordance with established procedures; reviews and verifies daily cash journal entries in financial system; performs reconciliation of online and in-person registration credit card transactions; ensures payments, receipts, and documentation are in accordance with District, county, state, and federal laws, regulations, and procedures.~~ Receives, processes, and records payments for student fees, services, and other District transactions, including cash, checks, credit cards, and electronic payments.
- Balances assigned cash drawers and daily cashiering transactions; prepares cash, check, and credit card receipts for deposit and reports discrepancies in accordance with established cash handling procedures.
- ~~Monitors cash management system; reviews and reconciles daily cash transactions and receives cash deposits; performs cash counts and reconciliations; researches and resolves credit card chargeback~~

TA
DISTRICT PROPOSAL 07.29.26

~~issues.~~ Reviews and releases ~~business~~ Business ~~office~~ Office holds ~~for~~ on student accounts in accordance with established procedures.

- Processes routine student refunds and related account adjustments in accordance with established procedures; refers exception transactions or unusual account issues to appropriate accounting staff.
- Processes student account transactions, including registration fees, refunds, waivers, financial aid disbursements, and other routine account activity in coordination with appropriate District departments and in accordance with established procedures.
- Performs routine calculations and maintains financial, cashiering, and student account records using the District's financial systems, databases, and spreadsheets.
- Verifies the accuracy and completeness of financial and numerical data; identifies discrepancies and refers complex or unusual items to appropriate accounting staff for review.
- Provides information and assistance to students, employees, and the public regarding fees, payment options, account balances, refunds, and established cashiering procedures.
- Processes parking permit sales and related transactions; provides information regarding parking permits and fees; and assists with other parking-related cashiering activities as assigned.
- Utilizes the District's cashiering, student account, and financial systems to process transactions, maintain records, and retrieve information; reports system issues or discrepancies to appropriate staff.
- Assists with the preparation~~, and~~ processing, and distribution of student tuition reporting and related records, including Form 1098-T, as assigned.
- Responds to routine inquiries regarding student accounts, payments, cashiering transactions, and established Business Office procedures; refers complex accounting or policy questions to appropriate staff.
- Assists with processing financial aid disbursements and related student account transactions in coordination with the Financial Aid Office and other appropriate staff.
- ~~Creates and maintains cashiering office procedure~~Participates in meetings and training related to cashiering, ~~the~~ student accounts ~~receivable system.~~, District financial systems, and assigned responsibilities.
- Attends training sessions and conferences on systems utilized by student accounts.
- Maintains organized and accurate cashiering, student account, and related financial records and supporting documentation in accordance with established recordkeeping requirements.
- Performs routine clerical and accounting support activities, including data entry, document preparation, filing, scanning, record retrieval, and other related Business Office functions as assigned.

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- ~~Performs calculations and financial and statistical recordkeeping utilizing databases and spreadsheets as appropriate; supports proper transfer of funds between college departments; contributes to and maintains accounting and statistical reports; organizes remittances and reports for various governmental agencies.~~

KNOWLEDGE, SKILLS AND ABILTIES:

Knowledge of:

- ~~Policies, procedures, and practices used for cash receipts, cash management, student accounting, and accounts receivable transactions and recordkeeping.~~Basic principles and practices of cashiering, cash handling, and financial recordkeeping.
- Basic bookkeeping and accounting terminology and procedures.
- Cash receipt, balancing, and ~~B~~bank deposit procedures.~~Paraprofessional accounting/bookkeeping methods and practices and associated internal control policies and procedures.~~
- ~~Federal, state and higher education rules, regulations, policies, and procedures governing the processing and disbursement of financial aid at a level of detail necessary to perform assigned duties.~~
- ~~Methods and techniques of general ledger posting and reconciliation.~~
- Customer service principles and practices~~ and telephone etiquette~~.
- Basic student account and accounts receivable procedures.
- Standard office practices, recordkeeping, and document retention procedures.
- Basic use of computers, spreadsheets, databases, and financial information systems.
- ~~Rules, regulations, and requirements related to accounting and financial recordkeeping in an educational institution.~~
- Principles and practices of sound business communication.
- Applicable District policies and procedures and federal, state, and local requirements related to assigned responsibilities, ~~Federal, state and local laws, and regulations governing area of assignment~~ including Family Educational Rights and Privacy Act (FERPA).

Skills and Abilities to:

- ~~Ensure timely, efficient, and effective delivery of cashiering services.~~
- ~~Provide technical guidance and review the work of student workers engaged in cashiering and processing and recording accounts receivable and related financial transactions.~~
- ~~Interpret and communicate rules, regulations, policies, and procedures effectively.~~
- ~~Follow and enforce established financial and accounting procedures and controls.~~
- ~~Understand, explain, and apply District accounting, recordkeeping and disbursement policies and procedures as they apply to areas of responsibility.~~
- ~~Prepare clear and concise elements of financial reports and other written materials.~~
- ~~Maintain confidential and complex records and files.~~
- ~~Communicate effectively, both orally and in writing.~~
- ~~Troubleshoot, identify issues in, and provide training for student information systems and other technology used in Enrollment Services.~~

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- ~~Operate a computer and use standard business software including applicable modules of the District's enterprise accounting and finance systems.~~

- ~~Exercise tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.~~

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- Receive, process, record, and balance cash, check, credit card, and electronic payment transactions accurately.
- Perform routine mathematical calculations and maintain accurate financial and student account records.
- Verify financial and numerical data and identify discrepancies.
- Learn, understand, and apply established District cashiering, student account, and accounting procedures.
- Provide courteous and effective customer service to students, employees, and the public.
- Explain routine fees, payment options, account balances, refunds, and cashiering procedures.
- Maintain confidentiality of student and financial information.
- Organize work, maintain records, and complete assigned tasks within established timelines.
- Operate computers and use standard business software and applicable District financial and student account systems.
- Communicate clearly and effectively, both orally and in writing.
- Recognize unusual or complex transactions and refer them to appropriate staff.
- Establish and maintain effective work relationships with those contacted in the ~~performance of required duties.~~course of work.
- 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.

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EDUCATION AND EXPERIENCE:

- ~~A high school diploma or equivalent,~~Graduation from high school or equivalent education,
- ~~A~~and two (2) years of experience in cashiering, cash handling, customer services, financial recordkeeping, bookkeeping, accounts receivable, or ~~another accounting-related field~~related clerical accounting support, preferably at an educational institution;
- A~~Or an~~n equivalent combination of ~~training~~ education and experience may be considered.~~.~~

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PREFERRED QUALIFICATIONS:

- Fluency in Spanish is desired.

LICENSES AND OTHER REQUIREMENTS:

- A valid driver's license and the ability to maintain insurability under the District's vehicle insurance program.

PHYSICAL EFFORT/WORK ENVIRONMENT:

- Employees perform work, with or without accommodations, in an indoor office environment and may be subject to constant interruptions. Physical effort is typically light to moderate, with occasional lifting of objects weighing **up** to ten (10) pounds. Duties involve regular use of a computer, tablet, or similar device, including prolonged sitting, screen time, and the use of a mouse and keyboard. Compliance with all applicable safety policies and procedures is mandatory at all times.

DISTRICT PROPOSAL 07.29.26

HARTNELLCOLLEGE

Position: Accounting Specialist	**Position Number:**
Department/Site: Business Office	**FLSA:** Non-Exempt
Reports to: Accounting Manager or Executive Director of Fiscal and Auxiliary Services	**Salary Range:** 30

DESCRIPTION:

Under general supervision, performs a variety of advanced transactional accounting duties involving one or more specialized functional areas, including accounts payable, accounts receivable, travel reimbursements, purchasing card reconciliations, cashiering operations, vendor maintenance, customer billing, and related accounting activities. Exercises independent judgment in applying District policies, procedures, and accounting practices while ensuring accurate, timely, and compliant processing of financial transactions. May provide functional guidance and training to Accounting Assistants. ~~Performs related duties as assigned.~~Performs related accounting duties and responsabilities as assigned, consistent with the scope and level of the classification.

DISTINGUISHING CHARACTERISTICS:

This is the journey-level classification within the Accounting support series. Incumbents perform advanced transactional accounting assignments requiring considerable independent judgment and thorough knowledge of District accounting policies and procedures. ~~Responsibilities include one or more specialized functional areas, such as accounts payable, accounts receivable, cashiering operations, travel reimbursements, purchasing card reconciliations, vendor maintenance, and customer billing.~~ This classification is distinguished from the Accounting Assistant by the complexity and independence of assigned duties and from the Accounting Technician by its emphasis on advanced transactional accounting rather than technical accounting functions.

REPRESENTATIVE DUTIES:

As Assigned (Cashier):

- Receives, processes, and records payments for student fees, services, and other District transactions, including cash, check, and electronic payments.
- Balances and reconciles daily cashiering transactions, including cash drawers, credit card transactions, and online payments; prepares and verifies daily deposits.

- Maintains accountability and security of funds in accordance with established cash handling procedures and internal controls; identifies and reports discrepancies.

- Reviews, posts, and processes cashiering transactions and related entries to appropriate financial system accounts in accordance with established procedures.

- Reviews and processes student account transactions including fees, refunds, waivers, and adjustments in accordance with established procedures.

- Assists in the reconciliation of student accounts receivable records and related financial data; researches and resolves discrepancies.

Processes and evaluates refund requests, including standard and exception transactions, ensuring accuracy and compliance with policies and regulations.

- Maintains and updates student account information within cashiering and accounts receivable systems, including term setup, fee structures, and related data elements.

- Utilizes cashiering and student account systems to process transactions, maintain records, and generate reports; participates in system testing, troubleshooting, and validation of cashiering-related functionality.

- Provides information and assistance to students, staff, and the public regarding fees, payment options, account balances, and related procedures; resolves transaction and account issues at point of service.

- Assists in preparing financial and statistical reports related to cashiering and student accounts; compiles data for audits and reporting purposes.

- Verifies accuracy of financial data and follows up on discrepancies, errors, or inconsistencies in accordance with established procedures.

- Prepares documentation and records required for compliance with District, county, state, and federal requirements related to cashiering and student accounts.

- Processes and supports required student tuition reporting (e.g., 1098-T), ensuring accuracy and timely submission in accordance with established procedures and applicable regulations.

- Creates, maintains, and updates cashiering procedures manuals and related operational documentation; develops and updates communications regarding fees, processes, and cashiering services.

- Develops, maintains, and recommends improvements to procedures, forms, and workflows related to assigned functional areas to improve operational efficiency and internal controls.

As Assigned (Accounts Payable):

- Reviews invoices, purchase orders, reimbursement requests, and supporting documentation for completeness, accuracy, proper account coding, and compliance with District policies prior to payment processing.

- Processes accounts payable transactions, including invoice entry, payment requests, warrant processing, stop payments, voids, and replacement warrants in accordance with established procedures.

- Submits approved accounts payable batch check requests to the Monterey County Office of Education (MCOE) for processing; ensures accuracy of data and creates electronic copies for records; prints checks and mails or distributes as requested.

- Prepares supporting documentation for accounting entries and coordinates with accounting staff regarding required journal entries.

- Maintains vendor records, including taxpayer identification information, remittance addresses, and annual IRS Form 1099 reporting requirements.

- Researches and resolves vendor payment discrepancies and responds to inquiries from vendors, departments, and external agencies.

- Coordinates payment processing with District departments and the County Office of Education, ensuring timely and accurate disbursement of District funds.

- Responds to questions regarding invoice, purchase order, and payment policies, procedures and the status of specific bills and payments; works with departments and staff to resolve issues regarding the application of District and MCOE policies.

As Assigned (Accounts Receivable/Travel/Purchasing Cards):

- Monitors, reviews, and reconciles accounts receivable balances, customer account balances, and purchasing card activity; researches and resolves discrepancies as needed.

- Reconciles and/or reviews reconciliations of bank statements, departmental revolving funds, and assigned subsidiary accounting records; researches and resolves discrepancies.

- Reviews and reconciles purchasing card transactions and supporting documentation; reviews employee travel and mileage reimbursement requests for compliance with District policies; verifies appropriate account coding and supporting documentation; and processes transactions in accordance with established procedures.

- Generates invoices and billing requests for District services such as facilities usage and Child Develop Center Services.

- Monitors accounts receivable balances; prepares rebillings, researches delinquent accounts, and coordinates collection efforts in accordance with District policies and established procedures.

- Reconciles assigned receivable, clearing, and subsidiary accounting records and researches outstanding balances.

- Reviews and processes invoices, reimbursement requests, travel and mileage claims, and supporting documentation for compliance with District policies, procedures, and applicable regulations.

- Reviews purchasing card reconciliations, supporting documentation, and account coding;

researches discrepancies and coordinates corrective action as necessary.

- Responds to inquiries from departments, students, vendors, and external agencies regarding billing, receivables, travel reimbursements, and purchasing card transactions.

- Provides functional backup support for cashiering and student accounts receivable operations during employee absences, peak workload periods, or other operational needs, as assigned.

KNOWLEDGE, SKILLS AND ABILTIES:

Knowledge of:

- Policies, procedures, and practices for processing accounts payable, accounts receivable, cashiering, travel reimbursements, purchasing card reconciliations, customer billing, and related transactional accounting functions.

- Principles of compliance, internal controls, and sound business practices related to public sector financial operations.

- Cashiering policies and procedures, including cash handling, balancing, deposits, refunds, and student account transactions.

- Enterprise Resource Planning (ERP) financial systems and related accounting software.

- Methods and techniques for processing, reviewing, and reconciling accounts payable, accounts receivable, cashiering, travel reimbursement, purchasing card, and related transactional accounting activities.

- Financial records management, recordkeeping, document retention, and purchasing practices and procedures.

- Vendor maintenance and IRS Form 1099 reporting requirements.

- Customer service principles and practices.

- Rules, regulations, and requirements related to accounting, financial recordkeeping, and assigned functional areas.

  Integrated fiscal operations, including the relationship between cashiering, accounting, procurement, and other business processes.
- Principles and practices of sound business communication.

- Federal, state and local laws, regulations and requirements governing assigned accounting functions, including Family Educational Rights and Privacy Act (FERPA).

Skills and Abilities to:

- Review, verify, reconcile, and process complex accounting transactions accurately and efficiently.

- Prepare accurate accounting records, financial reports, reconciliations, correspondence, and supporting documentation.
- Analyze, research, and resolve accounting discrepancies involving accounts payable, accounts receivable, cashiering, travel reimbursements, purchasing card transactions, and customer accounts.
- Interpret and apply District accounting policies, procedures, and applicable regulations.
- Exercise sound independent judgment in resolving transactional accounting issues within assigned authority.
- Organize, prioritize, and complete multiple assignments while meeting established deadlines.
- Provide functional guidance and training to Accounting Assistants and other support staff, as assigned.
- Communicate effectively, both orally and in writing, with District personnel, students, vendors, governmental agencies, and the public.
- Compose clear, concise reports, correspondence, procedures, and other business documents.
- Operate ERP financial systems, accounting software, spreadsheets, and other business applications.
- Establish and maintain effective working relationships with individuals at all organizational levels.
- 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.

PREFERRED QUALIFICATIONS:

- Experience providing guidance or training to staff is desirable.

EDUCATION AND EXPERIENCE:

- ~~A high school degree~~ ~~Graduation from high school~~ Graduation from high school or equivalent supplemented by college-level coursework in accounting, business administration, finance, or a closely related field.
- and t~~T~~hree (3) years of progressively responsible accounting experience involving one or

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more specialized functional areas, including cashiering operations, accounts payable, accounts receivable, travel reimbursements, purchasing card reconciliations, customer billing, vendor maintenance, or other advanced transactional accounting functions.

- ~~Experience providing functional direction, lead responsibilities, or training to staff is desirable.~~
- Or a~~A~~n equivalent combination of education and ~~qualifying~~ experience ~~may be considered~~.

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LICENSES AND OTHER REQUIREMENTS:

- A valid driver's license and the ability to maintain insurability under the District's vehicle insurance program.

PHYSICAL EFFORT/WORK ENVIRONMENT:

- Employees perform work, with or without accommodations, in an indoor office environment and may be subject to constant interruptions. Physical effort is typically light to moderate, with occasional lifting of objects weighing up to ten (10) pounds. Duties involve regular use of a computer, tablet, or similar device, including prolonged sitting, screen time, and the use of a mouse and keyboard. Compliance with all applicable safety policies and procedures is mandatory at all times.

HARTNELLCOLLEGE

Position: Budget and Grants Accountant	**Position Number:**
Department/Site: Business Office	**FLSA:** Non-Exempt
Reports to: Accounting Manager	**Salary Range:** 38~~6~~

DESCRIPTION:

Under general supervision, performs journey-level professional accounting duties in the review, preparation and maintenance of a variety of District financial records and reports; monitors and analyzes general and grant funds and financial records; provides fiscal stewardship of restricted funding sources (grants and categorical programs) and assists program staff/managers and departments with post-award fiscal management to meet grant deliverables and remain compliant with awarding agencies. Serves as the primary technical and accounting resource for assigned restricted, categorical, and grant-funded programs, including post-award fiscal management and compliance.

DISTINGUISHING CHARACTERISTICS:

The Budget and Grants Accountant is distinguished from Accountant by its ongoing responsibility for the fiscal administration, compliance, monitoring, reporting, and closeout of restricted, categorical, and grant-funded programs. While both classifications perform professional governmental accounting work, this classification serves as the District's primary accounting resource for externally-funded programs requiring specialized regulatory compliance and post-award fiscal management.

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REPRESENTATIVE DUTIES:

- Performs responsible professional accounting work in the maintenance of District financial records and reports; analyzes, prepares and maintains general ledger and subsidiary accounting records involving a variety of transactions and accounts; monitors budget usage and budget transfers; ensures compliance with procedures for recording financial transactions.
- Develops financial projections and fund usage analyses; runs budget preparation reports to calculate projected salary and benefits costs; assists with preparation of allocation and revenue projections staffing analyses and capital improvement budget packages; calculates

non-payroll general ledger accounts costs; following budget approval, reconciles, validates and posts budget amounts to the general ledger; updates the general ledger chart of accounts.

- Monitors general fund, categorical and restricted program expenditures throughout the year; monitors and analyzes budget revenues and expenditures and prepares budget status reports; ensures charges are made to appropriate accounts and comply with applicable grantor, state or federal and District requirements; prepares for review and approval budget adjustments and expenditure transfers.
- Assists with the grant, categorical and special funding budget development, accounting, reporting, and closeout, including those with direct and indirect matching funds; provides assistance and information to managers and others to develop and interpret grant and special funding budgets; maintains accounting records related to special projects, grants and categorical programs.
- Develops financial tracking and reporting protocol and procedures for new grants and outside funding sources to adhere to funding award letters, contracts, guidelines and conditions; assists fund managers with interpretation of award limitations and reporting requirements including those related to appropriate usage of grant/funds for staffing and requisitions; verifies the accuracy of charge codes.
- Follow up on outstanding receivables, reimbursements, and billings for assigned grants, categorical programs, and contracts.
- Supports the preparation of accurate financial reports and statements; prepares trial balances and financial reports using computerized and manual systems; compiles and prepares financial reports, supporting schedules and documentation.
- Reviews entries and assists others in complying with financial regulations and audit procedures; trains staff in new and revised accounting, compliance and analysis and reconciliation techniques, processes and procedures; initiates and implements continuous process/reporting improvements and contributes to the assessment of internal controls.
- Reviews accounting and financial documents to ensure accuracy of information including monitoring of appropriate use of account numbers and transaction classifications; examines supporting documentation to establish proper authorization in conformance with contracts and other agreements, policies and regulations.
- Contributes to the Comprehensive Annual Financial and Budget Report for submission to the State Chancellor's Office; prepares quarterly reports and the annual Integrated Postsecondary Education Data System (IPEDS) report; coordinates final review of all financial reports, billings and certification of reports to be submitted to funding agencies.
- Aids in the development of various audit schedules; coordinates and participates in year-end close activities by preparing year-end accruals and closing entries for assigned accounts; assists in the coordination of the annual external financial and compliance audits.

- Builds and maintains positive working relationships with co-workers, other district employees, students and the public using principles of good customer service.

Other Functions:

- Maintains current knowledge on relevant systems and accounting standards, including GAAP, GASB and IRS regulations.

KNOWLEDGE, SKILLS AND ABILTIES:

Knowledge of:

- Direction, goals, objectives, policies, procedures and practices of the Business Office.
- Governmental/fund accounting principles and practices for unrestricted and restricted funding sources including Government Accounting Standards Board (GASB) standards and other standards and requirements applicable to community colleges.
- Principles and practices of budget development and management.
- Methods and techniques of financial analysis.
- Principles, practices of financial statement preparation and methods of financial control and reporting.
- Post-award and grant fiscal management including cost principles for federal grants, internal controls, procurement and uniform guidance.
- Principles, practices and procedures of auditing and internal control.
- District accounting codes, classifications and terminology.
- Research, statistical analysis and forecasting methods used in accounting analysis and management.
- Federal, state and local laws, regulations and court decisions governing fiscal requirements of community colleges and educational institutions
- Common issues and challenges facing a diverse population of community college students.
- Principles and practices of sound business communication.

Skills and Abilities to:

- Perform a variety of professional accounting, financial analysis and fund auditing functions.
- Analyze, post, balance and reconcile complex financial data and accounts in accordance with District policies and procedures.
- Analyze administrative, budget, financial, operational, procedural and/or organizational problems, evaluate alternatives and reach sound, logical, fact-based conclusions and

recommendations.

- Understand, interpret, explain and apply District accounting policies and procedures, state and federal law, codes, ordinances and regulations and professional accounting standards regulating District financial accounting, reporting and recordkeeping.
- Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
- Effectively communicate with program staff and managers and train others on grants management topics, policies and procedures;
- Meet fiscal deadlines for all grants and categorical programs.
- Prepare clear, concise and comprehensive financial and other written materials.
- Compose clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials from brief instructions.
- Operate a computer and use standard business software and specialized enterprise accounting systems.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential financial issues and situations.
- Establish and maintain effective work relationships with those contacted in the performance of required 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.

EDUCATION AND EXPERIENCE:

- A bachelor's degree in accounting, business administration, finance, public administration or a related field from an accredited institution,
  And three (3) years of increasingly responsible professional accounting, financial analysis or auditing experience, including general ledger analysis and financial statement preparation, preferably at an educational institution;
- Or an equivalent combination of training and experience.

PHYSICAL EFFORT/WORK ENVIRONMENT:

- Employees perform work, with or without accommodations, in an indoor office environment and may be subject to constant interruptions. Physical effort is typically light to moderate, with occasional lifting of objects weighing up to ten (10) pounds. Duties involve regular use of a computer, tablet, or similar device, including prolonged sitting, screen time, and the use of a mouse and keyboard. Compliance with all applicable safety policies and procedures is mandatory at all times.

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Non-Exempt (Classified CSEA) - Range 36

Hartnell Community College

Program Coordinator

CLASS CODE	191	SALARY	$6,381.00 - $7,756.00 Monthly
ESTABLISHED DATE	September 25, 2023	REVISION DATE	August 06, 2026

DESCRIPTION:

Under general supervision, coordinate the planning, development and implementation of a student services or academic support program in an assigned department, categorically funded or limited-duration project; assist with planning and implement outreach to students or individuals and businesses served by the program; perform complex administrative support duties including identifying and soliciting funding sources, monitoring program budget and reporting program results; determine program eligibility for new and existing students or participants; evaluate and oversee delivery of program services; perform advanced program/ grant management support including preparing and analyzing statistical data and program metrics; act as day-to-day liaison with other educational institutions, county agencies and the business community; with the program director, oversee program compliance with federal, state and District codes, rules and regulations; and perform related duties as assigned.

EXAMPLE OF DUTIES

REPRESENTATIVE DUTIES:

- Plans, coordinates and implements programs, services and activities necessary for specific student population or participant group to achieve academic, career and personal success; tracks and conducts studies and performs complex data analyses to evaluate the effectiveness of current programs; writes a variety of reports and makes recommendations on program enhancements/service areas; assists in assessing student and program success outcomes.
- Participates in the development of and monitors the program budget; researches, identifies and assists with the solicitation of grants, donations and other sources of funding; maintains and purchases inventory and supplies.
- Assists with the recruitment, hiring and training of program staff and student employees; assists with scheduling and monitoring work for completeness, accuracy and conformance with college, department and program legal requirements and standards; reviews and processes payroll timesheets.
- Determines program eligibility for new and continuing students and participants according to college and program guidelines; monitors continuing participants for adherence to program requirements and advises on how to access resources needed to maintain eligibility; assists participants in resolving issues impacting program eligibility; maintains participant program and case management files and reviews student records.
- Solicits input and develops partnerships with other educational institutions, community agencies, industry partners, program participants, and county and state-level organizations; liaises with stakeholders on program goals, initiatives, resource acquisition and day-to-day operations; meets with stakeholders to review and assess service delivery.
- Develops and builds new and existing business and industry relationships to identify and develop internships, clinical placements, apprenticeships and job placement opportunities for college students. Researches, collects and

complies information, including statistical and financial data from a variety of sources for various projects and special and periodic reports, including reports on progress towards objectives and those needed for program operations, regulatory body compliance or program funding; organizes and maintains records management systems.
- Supports the development, analysis, and assessment of Student Learning Outcomes (SLOs) and Service Area Outcomes (SAOs) to ensure the measurement and improvement of program effectiveness (Program Planning and Assessment) and, in collaboration with the supervisor and site manager, implements program modifications as necessary. Coordinates communication, publicity, outreach and marketing activities with other college departments and personnel, students, educational institutions, and vendors; liaisons with college preparation programs for prospective students attending alternative schools, adult schools, community-based organizations, universities, and migrant student serving organizations on program calendar, services and activities.
- Attends and participates in advisory committee meetings and other appropriate meetings as a member or as an assigned administrative support person who schedules and arranges all meeting details.
- Oversees the planning and implementation of major events including developing event programs and activities, liaison work with other campus departments and facilities, event participants, vendors and sponsors.
- Provides backup for assigned departments or division support staff.

As Assigned to:

- *Career Technical Education, Job Placement programs and Career Hub*: Creates and implements strategies for promoting participation in the internship and job placement programs for students and businesses; develops relationships and partnerships with business and industry leaders to help develop mentoring programs, internship placements, and a job pipeline for successful graduates; represents the college in meetings to advance career technical education and the development of job and career pathways, such as the Strong_ Workforce Board and the South Bay Regional Consortium.
- *Pathways Programs*: Coordinates the development and implementation of work-based learning experiences, early college credit opportunities, parent outreach and education strategies, holistic youth development experiences, leadership academies, teacher professional development opportunities, adult education, ENGM, Rising Scholars and other programs and activities to meet the short-term and long-term pathway goals; in cooperation with program partners, organizes and implements outreach and matriculation programs, orientation activities, workshops, cultural experiences and academic support programs;.
- *Foster Care and Kinship*: Coordinates with Monterey County Department of Social Services to recruit and train caregivers for foster youth; performs complex data tracking and analysis in college and county databases to meet county and college requirements.
- *Nursing and Allied Health*: With the director, collects and compiles data for separate accrediting agencies applicable to each allied health program; coordinates cohort application process including application screening, waitlist management, student status notification and enrollment; coordinates clinical partnerships including facilitation of the development of memorandums of understanding, business affiliation agreements, student policy and procedures, and other documentation.
- *Office of Student Life*: Coordinates the Interclub Council (ICC), Associated Students of Hartnell College(ASHC), Student Ambassador and other student leadership and cocurricular programs; implements new student services programs such as Timely Care mental health support; oversees student elections; orients, trains and provides ongoing professional development programs for elected and appointed student leaders; provides administrative support to student organizations including coordinating travel, budgeting and processing purchase orders and deposits to student organizational accounts.
- *Administrative Departments*: Coordinates a particular district-wide program such as facilities rental and usage scheduling, travel, and facilities planning and construction; reviews, approves and processes a variety of forms, payments and records; ensures appropriate payment coding and proper usage of funds in compliance with funding source.

- *Business Office Travel Coordinator*: Coordinates District-wide travel services and operational processes; administers and maintains Concur or the current travel software system, including user access and coordination with vendors or system support; reviews travel documents for accuracy, completeness, appropriate funding, and policy compliance; and provides guidance for complex travel, including group travel, student field trips, athletic events, and travel requiring ADA compliance. Serves as the District travel liaison to operational areas and campuses; provides travel-system and policy training; communicates policy updates, deadlines, and training schedules; securely enters and analyzes confidential DMV Employer Pull Notice information related to District driving-clearance determinations; and resolves urgent travel needs and scheduling conflicts in accordance with applicable District, state, and federal requirements.
- *Transfer and Career Hub*: Provides leadership in the coordination of transfer services district wide, facilitating transfer requirements for students attending CSU, UC, Private and community colleges. Coordinates activities, in conjunction with faculty and staff, to develop and implement programs and services focused on facilitating and increasing student transfer. Coordinates activities with other campus disciplines/service areas to provide support services, facilitation, and data tracking for students seeking to transfer to four-year universities.

Other Functions:

- Provides administrative and clerical support for program as assigned by supervisor, including maintaining and processing personnel and payroll timekeeping records and information, taking minutes of meetings, making travel arrangements, and related activities as needed.
- Assists in coordinating instructor load planning and FTEs; calculates and verifies faculty load/schedule information sheets, including data, hours and professional development time, ensuring allowable hours are not exceeded; inputs payroll information for teaching, counseling and special assignments needed to create contracts; distributes payroll and assignment contracts to all faculty; may calculate instructional costs and monitor instructor loads and instructional costs by program.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:
Knowledge of:

- Direction, goals, objectives, policies, procedures and practices of assigned educational, support or administrative program.
- Career, educational and occupational resources, trends and opportunities applicable to assigned program.
- Resources available to students and participants including college, governmental, community, and social service organizations and their functions.
- Common issues and challenges facing a diverse population of community college students.
- Principles, methods and practices applicable to the design and implementation of public relations, community outreach and marketing programs.
- Event planning, workshop organization, and meeting facilitation practices.
- K-12, college and university systems and requirements.
- District budgeting, payroll and general accounting systems operations, practices and procedures.
- Research methods and analysis techniques.
- Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
- Federal, state and local laws, regulations and court decisions governing area of assignment including Family Educational Rights and Privacy Act (FERPA).

Skills and Abilities to:

- Plan, coordinate and implement programs, services, partnerships and activities to increase student academic and career success.
- Delegate, coordinate and review the work of support staff and students engaged in program operations.
- Perform a variety of specialized professional-level public relations and outreach activities related to the development, implementation and promotion of college programs and services.
- Identify, recruit and liaise with a variety of educational institutions, community groups, businesses, students and faculty in order to meet program objectives and outcomes.
- Apply and explain laws, rules, regulations, policies and procedures regarding assigned program.
- Comprehend requests for information or assistance, identify appropriate resources and advocate effectively for students and program participants.
- Accurately and effectively evaluate student and program participant applications and records for program and services eligibility.
- Analyze situations and make decisions on procedural matters without immediate supervision.
- Assist in program-related research, evaluation and program compliance tracking and reporting.
- Maintain confidentiality of college and student files and records.
- Communicate effectively, both orally and in writing.
- Compose clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials from limited instructions.
- Operate a computer and use standard business software.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
- Establish and maintain effective work relationships with those contacted in the performance of required 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.

EDUCATION AND EXPERIENCE:

- A bachelor's degree and five years of experience in relevant program coordination or administrative support, or the equivalent; or an equivalent combination of training and experience.

LICENSES AND OTHER REQUIREMENTS:

- Some incumbents in this classification may be required to possess or obtain a valid California driver's license and use of a personal vehicle.

CONDITIONS OF EMPLOYMENT

PHYSICAL EFFORT/WORK ENVIRONMENT:

- Office environment; constant interruptions; dexterity of hands and fingers to operate a computer keyboard; sitting for extended periods of time; bending at the waist, kneeling or reaching to retrieve and file records.

DISTRICT PROPOSAL 07.29.26

Position: Purchasing ~~SpecialistTechnician~~ Assistant	**Position Number:**
Department/Site: Business Office	**FLSA:** Non-Exempt
Reports to: Executive Director of Fiscal and Auxiliary Services	**Salary Range**: ~~3022~~ 26

DESCRIPTION:

Under general supervision, performs a variety of specialized duties involved in the efficient and compliant procurement of materials, supplies, data, equipment and services; reviews purchase requisitions and processes purchase orders (POs), assigns and confirms account codes, verifies authorizations, supporting documentation and other required information to ensure proper accounting for expenditures; assists in vendor verification and contract development and processing; administers and maintains the District electronic purchasing systems; performs related processing and recordkeeping functions.

REPRESENTATIVE DUTIES:

- Facilitates the efficient and effective procurement of goods and services; reviews requisitions for supplies, data, and equipment, creates POs in associated systems, assigns and distributes PO numbers, inputs requisitions, and generates and processes related documents.
- Reviews requisitions within the purchasing workflow for completeness, accuracy and compliance with established standards; confirms account codes, authorizations, and other supporting documentation to ensure proper accounting for expenditures; makes or requests corrections to purchase requisitions to conform with policies and procedures; conducts necessary follow-up and tracking to finalize purchasing transactions.
- Vets vendors through District systems, including, but not limited to, the Enterprise Resource Planning (ERP) and award management systems; reviews vendor documents and ensures proper supporting documentation including insurance coverage, business license, and business standing; creates and maintains vendor information files.
- Maintains physical and electronic records and files in support of purchasing functions and duties; sorts, prepares and files vendor documents and POs; generates procurement documents and reports using a computerized purchasing system; produces accurate and timely reports.
- Responds to telephone, email, and in-person inquiries; establishes rapport and provides other information and assistance to District personnel.

- Provides training and guidance to District personnel on purchasing procedures and forms as assigned.
- Assists with inquiries relating to orders and shipments of goods; contacts suppliers regarding incomplete and delayed orders; communicates with support staff and outside agencies to resolve issues.
- Serves as technical resource to staff members and vendors on matters pertaining to software purchasing systems, coordinates with IT for troubleshooting, creates and updates user accounts on purchasing-related systems, and provides training to end-users on effective E-procurement utilization.

Other Functions:

- Assists with commercial card accounts, including maintaining records, billing, cancelling, and requesting new cards for use with vendors outside of the electronic purchasing system.

KNOWLEDGE, SKILLS AND ABILTIES:

Knowledge of:

- Methods, procedures and terminology used in purchasing.
- Basic accounting practices and procedures and arithmetic functions.
- Common business practices related to the purchasing cycle.
- Financial and statistical recordkeeping techniques.
- Use of computers and other office equipment and standard business software.
- Direction, goals, objectives, policies, procedures and practices of the Business Office.
- Principles and practices of sound business communication.
- Federal, state and local laws, regulations and court decisions governing area of assignment including Family Educational Rights and Privacy Act (FERPA).

Skills and Abilities to:

- Review purchase requisitions and create purchase orders.
- Process and record purchasing and transactions accurately.
- Create vendor records in the procurement and payables databases and systems.
- Interpret, apply and explain rules, regulations, policies, and procedures related to purchasing goods and services.
- Plan, organize and prioritize work independently and efficiently to meet critical deadlines.
- Perform mathematical calculations with speed and accuracy.

- Analyze situations and make decisions on routine procedural matters without immediate supervision.
- Maintain confidentiality of college records.
- Communicate effectively, both orally and in writing.
- Operate a computer and use standard business software.
- Establish and maintain effective work relationships with those contacted in the performance of required 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.

EDUCATION AND EXPERIENCE:

- ~~A high school diploma or equivalent, supplemented by college-level coursework in accounting, business administration, finance, or a closely related field.~~Graduation from high school or equivalent education,

  And ~~three~~~~two~~two (3~~2~~2) years of experience in purchasing, financial, or statistical recordkeeping;
- Or an equivalent combination of training and experience.

PHYSICAL EFFORT/WORK ENVIRONMENT:

- Employees perform work, with or without accommodations, in an indoor office environment and may be subject to constant interruptions. Physical effort is typically light to moderate, with occasional lifting of objects weighing up to twenty-five (25) pounds. Duties involve regular use of a computer, tablet, or similar device, including prolonged sitting, screen time, and the use of a mouse and keyboard. Compliance with all applicable safety policies and procedures is mandatory at all times.

DISTRICT PROPOSAL 07.29.26

HARTNELLCOLLEGE

Position: Senior Accountant	**Position Number:**
Department/Site: Business Office	**FLSA:** Non-Exempt
Reports to: Accounting Manager	**Salary Range**: 45

DESCRIPTION:

Under general supervision, performs the full range of complex, professional accounting in the review, preparation, and maintenance of a variety of District financial accounting records and reports; prepares reconciliations, projections, analyses, financial statements, and reports regarding general ledger and budget matters; assists with budget development and financial analyses; provides high-level training and support to professional accountants and business office support staff.

DISTINGUISHING CHARACTERISTICS:

The Senior Accountant is distinguished from the Accountant and the Budget and Grants Accountant classifications by the complexity of assignments performed and is responsible for leading, coordinating, and overseeing major accounting functions that have District-wide fiscal impact. Incumbents perform the most difficult professional accounting work, exercise substantial independent judgment in interpreting accounting principles and regulatory requirements, lead complex financial projects, and provide technical guidance to other accounting staff. While this classification does not exercise formal supervisory authority, it serves as a recognized subject matter expert in assigned functional areas.

REPRESENTATIVE DUTIES:

- Processes and reviews various banking transactions including wire transfers, inter-bank transfers, ach payments, checks, etc. Responsible for the reconciliation of all District cash accounts including bank and county treasury.
- Performs the more complex accounting, financial and statistical analyses and develops schedules and financial statements; prepares, reconciles, reviews, and processes financial transactions and budget transfers in accounting systems; creates or reviews complex billing statements and invoices; advises and consults with management and District leadership concerning the accounting and financial implications of existing and projected activities; stays abreast of changing regulatory and reporting requirements.

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- Assists with the training of Business Office staff and student employees; trains staff and student employees in new and revised financial and enterprise technology, processes, and procedures; assists with scheduling of audits; ensures financial records and budget submissions are accurate and conform to District, department, and program legal requirements and standards.
- Analyzes and reconciles complex accounting and financial data and reports; identifies and determines causes of discrepancies and recommends corrective and preventative measures; adjusts and corrects journal entries to complete reconciliation; examines supporting documentation to establish proper authorization in conformance with contracts and other agreements, policies, and appropriate regulations.
- Participates in the budget development process; runs budget preparatory programs to calculate projected salary and benefit costs; prepares year-end revenue projections; calculates non-payroll, general ledger accounts costs; following budget approval, reconciles, validates, and posts budget amounts to the general ledger; updates the general ledger chart of accounts per District protocol.
- Monitors general, categorical, and restricted fund expenditures throughout the year; monitors and analyzes budget revenues and expenditures; ensures charges are made to appropriate accounts and comply with applicable state, federal, and District requirements; identifies fund errors and performs necessary corrections; prepares, reviews, and approves budget adjustments and expenditure transfers; researches, analyzes, and compiles financial data for studies and special projects.
- Produces accurate financial reports and statements; prepares trial balances and financial reports using computerized and manual systems; performs final review of all financial reports and billings and prepares finalized reports for submission to funding agencies.
- Prepare various audit schedules and financial statement footnotes; participates in year-end close activities by preparing year-end accruals and closing entries for general ledger accounts; aggregates and compiles data used to prepare Comprehensive Annual Financial and Budget Report for submission to the State Chancellor's Office; prepares quarterly reports and the annual Integrated Postsecondary Education Data System (IPEDS) report.
- Assists with preparation and represents the District during the external audit process; acts as liaison and provides approved information concerning the accounting system to auditors, financial institutions, governmental agencies, and the public; maintains current knowledge on relevant systems and accounting standards, including GAAP and IRS regulations.
- Reconciles various payroll-related accounts involving pay, benefits, taxes, or entries omitted from the Payroll system.
- Performs cost and/or rate studies and analyzes cost factors; assists in the development and recommendation of policies and procedures for financial reporting and cost analysis; prepares instructions for change implementation in the accounting system.

- Organizes and maintains control of subsidiary accounting records; records all fixed asset accounting including preparation of all depreciation and fixed asset schedules; enters capital purchases to fixed asset inventory records; reconciles capital purchases to fixed asset inventories; updates and monitors capital expenditures/forecast reports.
- Builds and maintains positive working relationships with co-workers, other district employees, students, and the public using principles of good customer service.
- Attends meetings to present fiscal information and/or to gather information required to perform functions.
- Represents the District and/or department on a variety of internal and external committees.

KNOWLEDGE, SKILLS AND ABILTIES:

Knowledge of:

- Principles, practices, and procedures of general and governmental accounting, including methods of financial accounting, control and reporting.
- Management of accounting and financial operations including the review, maintenance, and adjustment of funds, accounts, and budgets to produce accurate financial and statistical records.
- Preparation of financial statements and related comprehensive reports.
- Generally Accepted Accounting Principles (GAAP), Governmental Accounting and Financial Reporting Standards (GASB Statements), and other standards and requirements applicable to community colleges.
- Principles, practices, and procedures of internal control and audit.
- Principles and practices of categorical and restricted fund accounting, tracking, and reporting.
- Principles and practices of budget development and management particularly as they apply to community colleges.
- Research, statistical, and forecasting methods used in accounting analysis and management.
- Principles and practices of sound business communication.
- Federal, state and local laws, regulations, and court decisions governing fiscal and budget requirements of community colleges and educational institutions including Family Educational Rights and Privacy Act (FERPA) and those related to categorical programs and payroll.

Skills and Abilities to:

- Analyze, post, balance, and reconcile complex financial data and accounts in accordance with GAAP and GASB principles and legal requirements.
- Design and prepare difficult and complex financial statements and reports.

- Understand, interpret, explain and apply District accounting policies and procedures and state and federal law, codes, ordinances and regulations regulating District financial accounting, reporting, and recordkeeping.
- Coordinate complex financial and grant-related audits.
- Organize, set priorities and exercise sound, independent judgment within areas of responsibility.
- Remain knowledgeable of District policies, Business Office policies and procedures, and governmental regulations to effectively assist management, faculty, staff, students, donors and others.
- Prepare clear, concise, and comprehensive financial documents and other written materials.
- Operate a computer and use standard business software including financial and enterprise systems.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
- Establish and maintain effective work relationships with those contacted in the performance of required 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.

EDUCATION AND EXPERIENCE:

- A bachelor's degree in accounting, business administration, finance, public administration, or a related field,
  And five (5) years of professional accounting, financial analysis, or auditing with significant responsibility for general ledger analysis and financial statement preparation;
- Or an equivalent combination of training and experience.

PREFERRED QUALIFICATIONS:

- Experience in a public sector or educational institution accounting environment.
- A valid and up-to-date Certified Public Accountant (CPA) license.

PHYSICAL EFFORT/WORK ENVIRONMENT:

- Employees perform work, with or without accommodations, in an indoor office environment and may be subject to constant interruptions. Physical effort is typically light to moderate, with occasional lifting of objects weighing up to ten (10) pounds. Duties involve regular use of a computer, tablet, or similar device, including prolonged sitting, screen time, and the use of a mouse and keyboard. Compliance with all applicable safety policies and procedures is mandatory at all times.

Combined CSEA Business Services MOU (1)

Final Audit Report 2026-08-14

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By:	Cristina Zavala (czavala@hartnell.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAmLp2N2IGOdEnnv6ceTBEQzXNTFbzxv4c

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