

COMMUNITY SERVICES TECH

CLASS SUMMARY

Under general direction performs responsible financial and statistical record duties such as accounts payable and/or receivable, purchase orders, cash receipts, journals and control records; schedules associated equipment and service needs of the college and community use groups; performs other related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Performs detailed analysis and comparison of invoices from vendors with all of the necessary support material in order to process them for payment; audits reimbursements and refunds for proper mathematical procedural, and documentary support; prepares monthly, quarterly, and annual summary reports; assists with creating, developing, planning, and coordinating programs for community service events and courses including cultural, educational, and certification programs; assists with scheduling dates and times of programs; registers public and obtains fees for classes, seminars, or tours; notifies public of enrollment on general information on programs; arranges for audio visual equipment.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the program administrator. This class will work with instructors and relate to the public daily.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or experience equivalent to a high school diploma and basic clerical and accounting training in addition to two years of responsible experience in related bookkeeping/financial record keeping environment; experience with public relations, office organization or program coordination.

Knowledge and Abilities

Good Knowledge of: basic mathematics, fundamentals of accounting and financial record keeping and filing; related district accounting policies and regulations; college policies, procedures, goals, and objectives related to community service programs.

Knowledge of: office equipment and computer work.

COMMUNITY SERVICES TECH (continued)

Ability to: prioritize workload and prepare necessary reports; assist in planning, organizing, and operating a program effectively; maintain effective liaison with administrative personnel, faculty, students, and the public; follow through on own initiative to clear up discrepancies or obtain necessary support materials.

Skills: Typing 40 words per minute; proofreading at 75% or above.