



TVCC is a comprehensive community college dedicated to promoting student success.

RECRUITMENT ANNOUNCEMENT

Accounting Clerk

PAY - \$21.97 per hour
JOB TYPE – Full-time
DEADLINE – Open until filled

LOCATION – Ontario, Oregon
DEPARTMENT – Administrative Services
REPORTS TO – Controller

A little about us... TVCC welcomes you to Ontario - where Oregon begins! TVCC was founded in 1962 and is located on a 90-acre campus near the center of Ontario, Oregon. TVCC currently employs around 150 full-time faculty and staff. TVCC's campuses and centers extend to several locations throughout Oregon and Idaho: Caldwell (Idaho), Burns (Oregon), Snake River Correctional Institution, Warner Creek Correctional Facility, Eastern Oregon Correctional Institute, Powder River Correctional Facility, and Two Rivers Correctional Institution. Ontario is an agriculturally based city of over 11,000 people, with a service area population of over 60,000. Ontario is situated in the Treasure Valley and located about 60 miles west of Boise, Idaho. The Treasure Valley offers many outdoor opportunities for the entire family, including fishing, boating, hunting, camping, skiing and sightseeing.

POSITION SUMMARY

The Accounting Clerk provides accounting and administrative support for College grants, restricted funds, general ledger reconciliations, payroll accounting, and financial reporting. The position helps ensure that financial transactions are accurately recorded, properly documented, reconciled to supporting records, and administered in accordance with grant agreements, College policies, internal controls, and applicable requirements.

The position works closely with the Payroll Clerk to reconcile payroll activity, research and resolve discrepancies, maintain supporting documentation, and provide trained backup coverage for essential payroll processes. The position also collaborates with the Controller, Assistant Controller, grant managers, and College departments to support accurate financial reporting, audit readiness, and continuity of critical Business Office operations.



This position is intended to provide opportunities for progressive development in payroll, grant, governmental, and higher education accounting.

QUALIFICATIONS

MANDATORY: Associate's degree in accounting or related field plus two or more years of accounting experience, or any satisfactory combination of experience, education, and training which demonstrates the knowledge, skills and abilities to perform the duties. Able to perform accounting functions in accordance with Generally Accepted Accounting Principles and Practices in compliance with guidelines established by outside agencies and the college. Advanced knowledge of a variety of office practices and procedures, use of office equipment, including 10-key calculator, MS Office software, and accounting software. Able to maintain confidentiality of employee and student records and information.¹⁸

PREFERRED: Bachelor's degree in accounting or related field; Accounting experience in a public two (2) or four (4) year educational institution.

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this position. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Grants:

- Review, monitor, and act as the contact in providing grant financial reports/cash requirements for all College grants.
- Reconcile all grant general ledger activities.
- Prepare monthly reports to grant leads.
- Submit reimbursement requests and supporting documentation to funding entities as required in a timely manner.
- Communicate effectively with College grant team and partners to help promote grant activities.

Accounting:

- Write journal entries for reclassification of expenses as needed. Writes Month End Adjustments. Approves journals and month end adjustments as needed.
- Assists Controller in completion of annual audit workpapers for TVCC and the Foundation.
- Completes and submits sales tax returns as needed. Assists with proper maintenance of accurate equipment inventory records. Assists with fixed asset inventory, facilities inventory and works with Physical Plant department on disposal of surplus property as requested by Controller.
- Records monthly billings for all college internal service funds.
- Voids and cancels checks as needed.
- Creates and codes requisitions as needed.
- Records receipts and completes deposits daily.

- Assists in answering day-to-day questions from campus departments concerning account balances, transfers and necessary journal entries, and all other finance operational questions related to the college and the Foundation and monies available.
- Assists and provides backup to the weekly account's payable functions.
- Track and communicate with compliance bodies to assist with timely reporting and compliance requirements.
- Perform other duties as assigned by the Controller.

Payroll:

- Act as back-up for payroll processing.
- Regularly assist Payroll Clerk to maintain proficiency in payroll processing.
- Assist in payroll audits to ensure accuracy of data.
- Assist in keeping up with payroll related federal and state law and regulation changes.
- Implement the payroll software program and train employees.
- Perform other duties as assigned by the Controller.

General:

TVCC values professionalism in its employees. The following attributes and behaviors are identified as examples of what is expected of an employee:

- Display empathy and positive regard for others in written, verbal and non-verbal communications.
- Work effectively with colleagues and students by practicing punctuality, respect for deadlines, collaborative problem solving, and honest communication.
- Build trusting relationships by acting with integrity, courtesy, and responsibility, even in the face of stress or demanding workplace conditions.
- Maintain proficiency as needed and approved by attending needed training, reading job-related materials, and meeting with others in area of responsibility.
- Dress appropriately for a workplace with frequent customer service interaction and community outreach.
- Meet all required standards of confidentiality and safety. Maintain work areas in a clean and orderly manner.
- Ability and willingness to cross-train in payroll processing and provide dependable backup coverage for essential payroll functions.
- Demonstrated ability to maintain strict confidentiality and exercise sound judgment when handling employee compensation, payroll, benefit, banking, tax, and personal identifiable information.
- Ability to perform detailed financial reconciliations, identify discrepancies, document findings, and follow established correction and approval procedures.
- Ability to learn and use payroll, financial, grant-management, and reporting systems.
- Ability to organize work around recurring payroll, grant, reconciliation, audit, and financial-reporting deadlines.

PHYSICAL DEMANDS

Minimum physical exertion. While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis and up to 25 pounds on an occasional basis. Manual dexterity and coordination are required over 50% of the work

period while operating equipment such as computer keyboard, mouse, calculator and similar machines. Specific vision abilities required by this job include close vision and the ability to adjust focus.

SUPERVISORY RESPONSIBILITY

None. May oversee the duties and schedule of a work study student.

SUPERVISION RECEIVED

Works under the general supervision of the Controller.

TERMS OF EMPLOYMENT

This is a full-time, Classified, hourly (non-exempt) position.

VETERANS PREFERENCE

Applicants are eligible for a Veteran's Preference in accordance with Oregon law. Preference will be given only if the applicant meets the minimum qualifications of the position and submits the required documentation at the time of application. You can request copies of your military service records through the National Archives website at <http://www.archives.gov/veterans/military-service-records/>.

The College reserves the right to reject all applicants and ask for a re-opening of the position or make a direct appointment.

TREASURE VALLEY COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the basis of race, color, sex, marital status, sexual orientation, gender identity, religion, national origin, age or disability in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and non-discrimination should contact the Human Resources Director located in the Performing Arts Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-2723.

Es la política de la Junta de Educación de "Treasure Valley Community College" que no habrá tolerancia a la discriminación ni acoso por motivos de raza, color de piel, género, estado civil, orientación sexual, identidad de género, religión, nacionalidad, edad o discapacidad en cualquier actividad relacionada al estudio, o empleo. La falta de habilidades en el idioma inglés no será barrera para la admisión y ser participe en programas de carreras técnicas y profesional. Individuos que tengan preguntas sobre oportunidades y no discriminación deben ponerse en contacto con el Director de Recursos Humanos ubicados en el "Performing Arts Center" en el lado sur del edificio "Four Rivers Cultural Center". Teléfono (541) 881-5838 o TDD (541) 881-2723.