

Job Title: Campus Office Assistant/ Finance Assistant

Supervisor: Administrative Assistant/ Campus Administrator

Employment Terms: 11 or 12 Months; 19.5 Hours/ Week

Salary Range: \$18.18-\$24.68

Locations:

Northwest Campus

13201 W Grand
Avenue
Surprise, AZ 85374

Southwest Campus

500 N Verrado Way
Buckeye, AZ 85326

Central Campus

6997 N Glen Harbor Boulevard
Glendale, AZ 85307

Northeast Campus

1617 W. Williams
Drive
Phoenix, AZ 85027

Skill Sets:

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

Essential Duties and Responsibilities:

- Establish and maintain good rapport with staff, students, parents and community.
- Assist the Administrative Assistant and office staff with clerical documentation and reporting needs as needed.
- Handle funds for deposits.
 - Prepares deposits for all campus accounts, may include but not limited to auxiliary, career and technical student organizations, enterprise, donations, tax credit donations.
 - Perform daily input into the receipting system.
 - Reconciles each account separately.
 - May work with the instructor/ student treasurer to verify funds received.
 - Prepares deposits and spreadsheets.
 - Uploaded backup documentation.
 - Deposits to the Bank.

- Collect and verify payroll timesheets and absence sheets to ensure accuracy of completion, obtains proper signatures, and scans to payroll department.
- Input purchase requisitions and track expenditures.
 - Input purchase requisitions.
 - Track purchase orders expenditures.
 - Compare expenditures of purchases by creating monthly purchase order reports in the accounting software system.
 - Track receiving items by collecting packing slips and compare against the purchase orders/ invoice to ensure accuracy of items received.
 - Research discrepancies in received items versus the purchase order.
 - Coordinate any returns or revisions with the vendor or accounts payables.
- Assist with students and student information system.
 - Assist in updating student data into the student information system as requested.
 - Assist students, parents and staff with attendance and grade inquiries.
 - Answer incoming calls and route appropriately.
- Exercise judgement in dealing with confidential information.
- Other job-related duties as assigned.

Knowledge and Skills:

- Knowledge of basic accounting functions to ensure accuracy of fund reconciliations.
- Knowledge of basic accounting functions for payroll hours in calculations and absence reporting.
- Skill in compiling expense tracking reports through Microsoft Excel.
- Demonstrated working knowledge in Microsoft Office products, i.e., EXCEL, Google Docs, Google Sheets, etc.
- Experience/ knowledge of accounting procedures and accounting software processing, preferably Infinite Visions and In-Touch.
- Knowledge of applicable Federal, State, county and city statutes, rules, regulations, ordinances and district policies and procedures helpful.
- Skill in verbal and written communication.
- Skill in establishing and maintain effective working relations with community businesses, general public, parents and students, co-workers, and other having business with the district.

Qualifications:

Experience with two years of basic accounting practices and processes. Experience in a school environment helpful. Appropriate education and advance training that relates to this type of work. Working knowledge of Microsoft Office (including Excel), and an understanding of accounting procedures.

Other Requirements:

- Must possess a current Arizona Driver's License.
- Must be able to pass fingerprint and background checks.

Evaluation: This position has a 90-day probation period, plus a yearly evaluation

Closing Date: Open until filled

Start Date: TBD

Application Procedure:

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

Western Maricopa Education Center is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Western Maricopa Education Center does not discriminate on the basis or race, color, religion, national origin, sex, disability or age

in employment or in any of its educational programs or in the provisions of benefits and services to students.