

CAPITAL COMMUNITY COLLEGE

JOB OPPORTUNITY

Educational Assistant – Business Office

Part Time (19 hours per week)

Full State Benefits

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: 950 Main Street, Hartford, CT 06103
Hours: Part Time, 19 hours a week, 9 am to 3 pm Monday through Friday
Salary: \$24,736.00 annually, \$947.72 biweekly; \$24.94 per hour, Full Benefits Package
Closing Date: **December 29, 2016**

General Knowledge, Skills and Abilities:

Under the supervision of the Director of Finance and Administration, assists in budget management by compiling and reviewing agency manager program budget proposals, preparing estimates and calculations of projected expenditures and quarterly allotments, and preparing monthly reports; monitors fiscal aspects of grant programs by preparing or reviewing financial reports, reviewing expenditures for compliance with grant contracts, providing technical assistance to grantees in maintaining accounting records. Maintains grant activity in Banner. Prepares budget and expenditure journal vouchers for all grants. Reviews bi-weekly payroll and notifies the payroll department of any necessary wage reclassifications. Time and Effort reports. Grant Summary and New Grants report. Performs other related duties as assigned.

General Experience:

Knowledge of professional accounting principles and practices including knowledge of governmental accounting and budgeting; knowledge of basic auditing principles and practices; interpersonal skills; oral communication skills; ability to prepare, analyze and evaluate financial statements and other accounting records and reports; ability to analyze and evaluate accounting methods and procedures; ability to utilize EDP systems for financial management; ability to read and interpret written materials. At least 3 years of experience in accounting or auditing in a business office environment is preferred.

Substitution Allowed:

College training in accounting or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

Application Instructions:

Send or email letter of intent, resume, names and address of three reference, BOR Employment Application (found at: <http://www.ccc.commnet.edu/humanResources.htm>) and college transcripts (copies are acceptable at the time of application) to:

Ms. Josephine Agnello-Veley
Director of Human Resources and Labor Relations
Capital Community College
950 Main Street, Hartford, CT 06103
CA-HRApplclicant@capitalcc.edu
Submit only one application; No phone calls please

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Capital Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Rita Kelley, Title IX and Section 504/ADA Coordinator and Affirmative Action Officer, Room 305B, Tel. (860) 906-5133 E-mail: rkelley@Capitalcc.edu