



New Classified Hiring/Position Justification

Hiring Division/ Department	<u>Administrative Services/ Operations</u>		Position Title:	<u>Senior Accounting Technician</u>		
Classification:						
Position Type:	Permanent	<u>X</u>	Full Time	<u>1.0 FTE</u>	# of Months	<u>12</u>
	Part Time	<u> </u>	% of Full Time	<u> </u>	# of Months	<u> </u>
Position Allocation:	General Funds	<u>X</u>				
	External Funds	<u> </u>	Expiration Date	<u> </u>		
Budget Information: Classified position, salary schedule 60						
	Grade	<u>28A</u>	Step	<u>3</u>	Annual Salary	<u>\$68,857</u>

Note: salary is estimate for FY 16/17 including COLA. With benefits included total is \$102,300

Position Summary

The Budget Office requests a 1.0 FTE Senior Accounting Technician to support college budget operations. This year, we are managing more than 100 funds totaling \$50 million with limited staffing. The amount of funds we manage has increased by 79% in the last 6 years, and we have not increased our accounting staff. The budget office plans to work with grant and categorical fund managers to incorporate the salary and benefit costs of this position where appropriate. We are confident that annually, a minimum of 60% of the salary and benefits can be offset through external funds and contract revenue.

This position would be responsible for the maintenance of accounts and records, preparation of financial reports and monitoring and analysis of accounting procedures for college finance operations. Some of the specific responsibilities include maintaining accounting records, financial reporting, and coordinating internal and external audit preparation.

Please submit completed Classified Position Hiring/ Position Justification electronically to the responsible administrator in your division or department.

This position has been reviewed by the department or division and is recommended for hiring.



Dean / Director / Hiring Supervisor

10/21/16

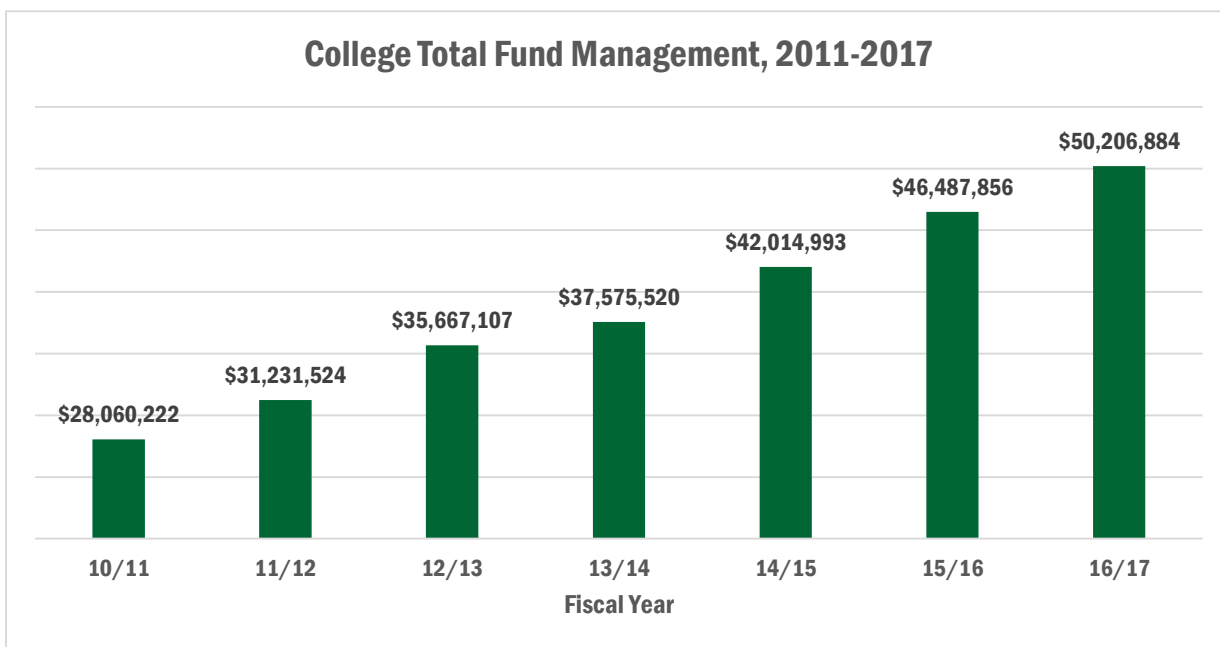
Date

Justification

1. Describe the specific needs for the position requested and the duties of this position in a brief statement.

The Budget Office requests a 1.0 FTE Senior Accounting Technician to support college budget functions. Currently, there are 2.0 FTE dedicated to the overall college budget operations. This includes general funds, grant funds, categorical, and other funds totaling more than \$50 million in FY 2016/2017. The need for this position comes from the exponential increase over the past 3 years of grants, categorical programs, and various one-time funds. Our college has been very fortunate to receive increasing funding each year, allowing us to not only maintain our level of services to students but also increase or institutionalize services/instructional offerings. We also have diversified our funding sources, meaning we have more sources of funding that provides us more stability in the long term. Currently, the budget office is responsible for managing just over 100 funds.

One of the challenges with increasing and diversifying our funding is the workload impact on the budget office. The amount of funding managed at the college level has increased 79% since FY 2010/2011. Many times the funding sources provide resources to hire personnel to run programs and provide services, but have not provided for the administrative burden associated with managing the funds. At this time, the increased workload associated with increased funding and fund management has become unmanageable for the department. We are confident that a minimum of 60% of the Senior Accounting Technician position salary and benefits will be offset through external funds and contract revenue.



Some of the specific responsibilities of this position include:

- **Maintaining accounting records**
- **Financial reporting**
- **Fund accounting**
- **Account balancing**
- **Accounts payable and receivable**
- **Internal and external audit preparation and coordination**
- **Timelines and procedures for college finance operations**

2. Explain how this position aligns with and supports the mission and strategic goals of the college.

In our mission statement, Cañada College provides our community with a learning-centered environment, ensuring that students from diverse backgrounds have the opportunity to achieve their educational goals by providing transfer, career/technical, and basic skills programs, and lifelong learning. Our college has 68 external funds which include 17 federal funds, 28 state grants and categorical funds, and 19 local and foundation grants which provide funds to develop clear pathways, promote engagement and professional development, create innovative learning systems, improve completion, collaborate and strengthen community partnerships, and promote social justice by addressing areas of disproportionate impact. This position is needed to assist in the maintenance of accounts and records, provide accounting and financial documentation and reports, and assist with budget issues, accounting reports, reporting deadlines and year end closing and accounts balancing to support these activities.

3. Explain how adding this position will strengthen the department or division.

The position will provide additional support in all areas of budget, purchasing, accounts payable, accounts receivables, and reporting. Adding the position to our team will strengthen the department by providing a critical level of support necessary to maintain budget operations for the campus. Currently, the 2 positions dedicated to college budget operations each work 45-50 hours a week to keep up with the workload necessary to maintain operations. This is not a healthy or sustainable practice.

4. Explain how this work will be accomplished if the position is not filled.

If the position is not approved, the necessary minimum work will continue to be accomplished by the existing 2 positions working 45-50 hours a week. Additionally, other measures will need to occur, such as: shifting some fiscal duties directly to programs; placing a moratorium on applying for grants and accepting one-time funds. At this point the budget office team is challenged to keep up with the bare minimum for compliance, and does not have any bandwidth to provide resources or support to strategically address the multitude of complexities surrounding grant and categorically funded positions such as developing a system for tracking grant and categorical fund cycles, reporting dates and requirements, or tracking categorically funded positions.