

TEMPLATE FOR CLASSIFIED POSITION REQUEST

Position Title: Accounting Specialist Range 12

Dept/Program: Fiscal Services

Submitted by: Rosemary Barrios

PT/FTE: Full Time

New or Replacement: Replacement of a budgeted position

Salary/Benefit Costs: \$32,568 Salary + \$9,008 Benefits + \$22,544 H&W

Total Costs: \$64,120

Funding Source: Fiscal Services Department budget (district funded)

Are there Salary Savings: Turnover savings of \$11,520

Description of duties and responsibilities: This position handles the districts payments to all vendors including those related to all bond projects, issues 1099s at calendar year end, sales and use tax tracking, prepares monthly board report, at fiscal year end sets up the district liabilities, assists auditors with audit items being requested.

Does Position act as an entry point for the college? Should it be bilingual?

This position works with faculty and staff in setting up purchases and purchasing arrangements with vendors for their department or their program. This position interacts daily with all staff and faculty in regards to payments to vendors, and with vendors over the phone and occasionally in person. We have several staff members in the office who speak Spanish so we are well represented if bilingual is needed.

What would happen if this position weren't approved? If this position was not approved invoices would not be paid timely because this would impact other staff that would have to help pick up the payment, and we would not have the additional help needed to keep this desk running efficiently. Tracking of 1099's and sales and use tax would be behind. This would also cause others to be behind in their daily work if they had to assist with the responsibilities at this desk.