



ADMINISTRATIVE & OFFICE SPECIALIST III, #00133
(Working Title: Fiscal Technician)

COMMUNITY COLLEGE WORKFORCE ALLIANCE (CCWA) is the comprehensive, combined regional workforce development team created as a partnership between John Tyler and J. Sargeant Reynolds Community Colleges. Both colleges are multi-campus colleges serving the greater-Richmond area. CCWA serves over 700 businesses and approximately 12,000 participants annually through customized contract training and open enrollment offerings.

CCWA is seeking applicants who share in its commitment to workforce development and teamwork. Both colleges and CCWA support a culture of life-long learning, celebrating their diversity, and recruiting and retaining star quality employees. CCWA's budget is entirely self-supporting through contracts, fees for services, grants, and business-community partnerships. The position will be assigned to CCWA with the physical work location being on the Midlothian campus of John Tyler Community College, located at 800 Charter Colony Parkway, Midlothian, Virginia.

TYPE OF APPOINTMENT:	Full-time classified position with state benefits.
DUTIES:	The Fiscal Technician provides a variety of fiscal-related assistance and support for the Community College Workforce Alliance (CCWA). The duties of this position will include, but are not limited to: processing non-credit accounts receivable payments and invoices in Administrative Tools (AdminTools), Student Information System (SIS) and Workforce Enterprise System (WES); creating purchase requisitions within eVA, and tracking the approval process and receiving of requisitions; assisting the CCWA Business Manager with the recording, tracking, and reconciliation of CCWA revenue; and other Business Office support activities as needed.
QUALIFICATIONS REQUIRED:	Working knowledge of generally accepted accounting practices and administrative support functions. Working knowledge of Microsoft Word and Excel, and the internet. Demonstrated ability to communicate effectively, orally and in writing; and provide a high level of customer service to a variety of audiences. Demonstrated ability to interpret and follow oral and written policies and procedures; and make independent work processing decisions. Demonstrated ability to organize, coordinate and prioritize multiple tasks, and keep accurate records while working in a fast paced, rapidly changing environment. High school diploma. Selected candidate must be able to pass the college's pre-employment security screening.
QUALIFICATIONS PREFERRED:	High School diploma supplemented by coursework in accounting is preferred. Experience working with PeopleSoft is also preferred.
PAY BAND RANGE:	\$25,718 - \$66,683
STARTING SALARY:	Approximate starting salary, \$25,718- \$40,000, based on related full-time experience and pre-employment salary.
APPLICATION DEADLINE:	Applications will be accepted through December 8, 2017.
APPLICATION PROCESS:	To apply for this or any other vacant Reynolds position, please visit the Virginia Jobs website https://virginiajobs.peopleadmin.com .
CONTACT INFORMATION:	Emily Duncan, Recruitment Coordinator Email: eduncan@reynolds.edu

J. Sargeant Reynolds Community College does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit based factor in its employment opportunities, programs, services, and activities. Employment-related inquiries regarding the college's nondiscrimination policy should be addressed to: EEO Officer, EEO@Reynolds.edu.