



ADMINISTRATIVE & OFFICE SPECIALIST III, #R0327
(Working Title: Fiscal Technician)

J. Sargeant Reynolds Community College is the third largest college in the Virginia Community College System. Reynolds offers a variety of programs and services to the residents of the City of Richmond and the counties of Hanover, Henrico, Goochland, Louisa and Powhatan. The college operates three comprehensive campuses located in rural, urban and suburban settings and serves over 18,000 credit students. The Community College Workforce Alliance provides training to an additional 14,000 non-credit students each year. Additional information is available at the College's Website: <http://www.reynolds.edu>

The College is seeking applicants for the position of Administrative & Office Specialist III, Pay Band 3. This position will be assigned to Financial Operations, Central Administration Building, 1701 E. Parham Road.

- TYPE OF APPOINTMENT:** Restricted full-time classified position with state benefits. Position funded for one year; continued employment based on funding availability.
- DUTIES:** This position will be responsible for the accurate and timely disbursement of all financial aid funds and federal grant funds in accordance with federal, state, and grant guidelines. This position will also be responsible for maintaining accurate records of student financial aid accounts.
- QUALIFICATIONS REQUIRED:** Working knowledge of basic accounting principles and practices. Working knowledge of office procedures and equipment to include proficiency in Microsoft Office software. Demonstrated ability to perform detailed work with numerical data; and to make arithmetical calculations rapidly and accurately. Demonstrated ability to prepare routine financial reports and statements. Demonstrated ability to analyze transactions for conformity with procedures and regulations. Demonstrated ability to communicate effectively, orally and in writing, with a diverse population. High school graduate or equivalent. The selected candidate must be able to successfully pass the college's pre-employment security screening.
- QUALIFICATIONS PREFERRED:** Graduation from high school with additional coursework in accounting is preferred. Current experience in an accounting office environment is also preferred.
- PAY BAND RANGE:** \$23,999-\$49,255 (Effective 11/25/07)
- STARTING SALARY:** Approximate starting salary, \$23,999 - \$29,260, based on related full-time experience and pre-employment salary.
- APPLICATION DEADLINE:** Applications will be accepted through 5:00 p.m., November 30, 2007.
- APPLICATION PROCESS:** A completed State application may be mailed to Human Resources, P. O. Box 85622, Richmond, VA 23285-5622, or hand-delivered to 1701 E. Parham Road, Room 317.

Women and Minorities are encouraged to apply.
"Reasonable Accommodations" are provided for applicants with disabilities.
AA/EOE/ADA