



ADMINISTRATIVE & OFFICE SPECIALIST III, #00326
(Working Title: Fiscal Technician)

J. Sargeant Reynolds Community College is a comprehensive two-year college dedicated to providing quality educational opportunities to the residents of the Richmond metropolitan area and surrounding counties. The College has three (3) campuses located in urban, suburban and rural settings. Total enrollments exceed 17,000 credit and 8,000 non-credit students annually. 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:	Full-time classified position with state benefits.
DUTIES:	This position will be responsible for the tracking and processing of vendor payments including Equipment Trust Fund (ETF) payments. This position will also oversee the accounting functions of the MasterCard Small Purchase Charge Card; perform stop payments and due diligence on state checks; and reconcile several bank 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, policies, and regulations. Demonstrated ability to communicate effectively, orally and in writing, with a diverse population. High school graduate or equivalent.
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:	\$23,076-\$47,361
STARTING SALARY:	Approximate starting salary, \$23,076 - \$32,237, based on related full-time experience and pre-employment salary.
APPLICATION DEADLINE:	Applications will be accepted through 5:00 p.m., October 19, 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