



## **Technical Professional – Accounting Technician III – School Age Child Care - 400905**

**Start Date:**

Fall Semester 2015

**Location:**

Red Rocks Community College, Lakewood, Colorado

**Compensation & Benefits:**

\$41,268 – 45,394/annualized. RRCC also offers a comprehensive benefits package. Details at <http://www.rrcc.edu/human-resources/benefits-information>.

**Application Close Date:**

This position is open until filled. Complete application packets received in RRCC Human Resources by 5:00 p.m. MST on August 17, 2015 will be given first priority.

### **Summary**

This position exists to register, invoice, collect payments, post deposits, and report all accounts receivable activities required by the School Age Child Care Department (SACC). This position ensures accuracy and completeness for all SACC accounts receivable by analyzing and verifying data for billing and collections; as well as effectively communication with clients, staff, interdepartmental offices and external agencies.

### **Responsibilities**

Learn and maintain accounting program/software for SACC department. Complete registration process; including but not limited to: receive documents, respond to phone inquiries, emails, account inquiries, and CCAP services. Prepare accounts and data as required in a timely manner. Generate statements according to the established billing cycle. Assess required fees to accounts or credits to accounts as needed. Prepare past due reports and termination notices for best resolution of customer service and the SACC dept. Audit/analyze client statements for accuracy.

Receive and post payments to accounts verify accuracy and compliance with ethical accounting practices. Enter/post payments in Banner Cash Net system for deposit and provide pertinent information to Admin Office Manager.

Lean and support Colorado Child Care Assistance program by recording, and maintain authorizations, payments, log in/communication with caseworkers.

Collaborate with RRCC cashiers dept., business services and IT to maintain accounting department and necessary information. Reconcile deposit and credits to accounts in banner program.

Provide training for Site Manager regarding accounting policies and procedures. Attend office meetings to update the Administrative team regarding past due accounts, upcoming breaks, and collaborating for a quality customer service experience regarding the registration process. Create necessary forms and registration documents for accounting records and registration.

Research and audit past due accounts, create reports for past dues accounts, budget analysis and end of the year reports for business services. Prioritize dept. work for upcoming year by revising/updating forms, policies and procedures as it pertains to accounting for SACC. Regulate archived files for old closed accounts

Train and support accounting dept. assistants to learn job duties as assigned. Support department in building accuracy, professionalism and a positive work environment. Provide feedback to Administrator regarding progress and needed support or training. Address clients who dispute charges or policies and make recommendations to the dept. Director for resolution. Design, implement and follow process for winter, spring and summer break sessions. Scan documents: sign in out sheets, billing checklists, etc. for future auditing purposes.

## Qualifications

### Minimum Qualifications:

Associates degree in accounting or Bookkeeping

Accounting or Bookkeeping Certification

Two (2) years accounting experience

10-key touch, communication skills, ability to work in close quarters/cubicles small space.

Aptitude for learning

### Preferred Qualifications:

BS Accounting or Bookkeeping

Three (3) years accounting/bookkeeping experience

One (1) year supervisor or management experience

Advanced computer knowledge and analytical skills

## To Apply

To apply for this position the following are required: (1) A completed RRCC employment application **(Only information contained on the application will be used to determine if applicants meet minimum qualifications. Please use dates.)**, (2) A cover letter, (3) A resume or CV, (4) Unofficial transcripts (official transcripts will be required for the position finalist).

Notice: All areas of the employment application must be completed in full for consideration. **A resume will not be accepted in place of a completed application. A response of “see resume” will not be**

considered.

### About Red Rocks Community College

Located at the foot of the Rocky Mountains in Lakewood, Colorado, Red Rocks Community College offers more than 150 programs and 650 courses leading to two-year degrees or professional certificates.

Red Rocks has campuses in Lakewood and Arvada. Courses are delivered in formats from traditional classroom to online to self-paced and weekend classes.

Since 1969, Red Rocks Community College has delivered quality education to an eclectic mix of students of all ages, incomes and backgrounds. For many of our 15,000 annual students, Red Rocks is the convenient community college just down the street. For others, a Red Rocks program or course is worth traveling halfway around the world.

Please follow this link for an application: <http://www.rrcc.edu/human-resources/jobs>. Application documents may be emailed to [hrjobs@rrcc.edu](mailto:hrjobs@rrcc.edu) or mailed directly to:

Red Rocks Community College  
13300 W. Sixth Avenue, Campus Box 17  
Lakewood, CO 80228-1255  
Phone: 303-914-6570  
FAX: 303-914-6800

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, sex/gender, sexual orientation gender identity, religion, age, national/ ethnic origin, pregnancy status, veteran's status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.

RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Dr. Bill Dial, Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298. [Bill.Dial@rrcc.edu](mailto:Bill.Dial@rrcc.edu)

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

Effective July 1, 2003, it is Red Rocks Community College procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

*For information regarding Red Rocks Community College security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at: <http://www.rrcc.edu/police/>. For a hard copy report please contact 303.914.6498.*