

JOB DESCRIPTION

JOB TITLE

Accounting, preparing general accounting accounts that are complex and broad in nature, specializing in general ledger and financial reporting functions. Primarily responsible for

Essential Job Functions

Applying, preparing, and reviewing financial statements, including the Balance Sheet, Income Statement, and other student financial assistance,

Prepares and reviews journal entries, expense reconciliations of bank and cash receipts



# Special Requirements

1. The student must be a resident of the state of California for at least one year prior to the date of application for admission to the institution.

2. The student must have completed the minimum number of semester hours required for graduation from the institution.

3. The student must have a minimum cumulative grade point average of 2.0 on a 4.0 scale.

4. The student must have completed the minimum number of semester hours required for graduation from the institution.

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