

FEATHER RIVER COMMUNITY COLLEGE DISTRICT

570 Golden Eagle Ave., Quincy CA 95971
(530) 283-0202, ext. 257
www.frc.edu

SENIOR OFFICE ASSISTANT I - CDC

DEFINITION:

Under general supervision, to provide a variety of complex and responsible clerical and paraprofessional support for the college's child development center and to perform related duties as assigned.

CLASSIFICATION:

- FLSA Non-Exempt
- Classified – CSEA
- Date Modified: October 2023
- 10 Months, 75%

DISTINGUISHING CHARACTERISTICS:

This job is distinguished from other clerical jobs by responsibility for providing clerical support and services for the Child Development Center (CDC).

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Prepares a variety of complex reports for the California State Department of Education-Child Development Division and Department of Social Services Title 22. These include the monthly population data collection report and in conjunction with the Director, the monthly Attendance Report. For the California Child Food Program, there is a monthly data collection report and claims submitted.

- Calculates family fees per income verifications and prepares monthly billing statements. Prepares a fee report of payment reimbursements for the Business Office. Maintains and tracks all receipts of fees for audits.
- Is responsible for various CDC program and office needs, including preparing the weekly attendance sign-in/out sheets, COVID- Screening logs, petty cash, maintaining the CDC waiting list and ranking, staff meeting minutes, and update parent and child schedules. In conjunction with the Director, review and audit family and staff files.
- Serves as a telephone receptionist; screens and routes calls and messages to the staff.
- Provides information and a variety of assistance to parents and staff such as registration requirements, enrollment documents, immunization schedules, court documents, recourses, and referrals and explaining State and Community Care Licensing regulations to staff and families.
- Uses a variety of computer skills for reports and correspondence. Including: Excel, Word, Publisher, Adobe, and Outlook.
- Tracks and maintains records of the CDC expenditures. Create purchase orders, track all center's budget codes s, and invoices. Identifies discrepancies and works with college staff/departments to resolve them. Keeps Director informed of accounts status with monthly budget review meetings.
- Assists Director with annual Budget preparation
- In the absence of the Director, supports Site Supervisor in making decisions within State, Community Care Licensing and FRC regulations on a variety of matters pertaining to the CDC
- Supports center staff in preparing annual reports to both State and FRC participates in all audits.
- Files department's paperwork, reports, contracts, documentation in an orderly and systematic process.

Knowledge of:

- Modern office methods, procedures and equipment, including filing and the operation of standard office equipment
- Basic computer operations and the use of word processing and database software
- Basic business arithmetic and clerical accounting procedures
- English grammar, spelling and punctuation
- Formats and standards for typed and word processed materials

Skill in:

- Operating standard office equipment including computers
- Typing accurately at a rate sufficient to ensure successful job performance

- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Understanding and carrying out oral and written instructions
- Establishing and maintaining filing systems
- Preparing and maintaining records and data; reviewing and verifying basic accounting data
- Reading and interpreting rules, policies, and procedures
- Using initiative and sound independent judgment within established guidelines
- Prioritizing work, handling multiple concurrent activities, and maintaining attention to detail despite frequent interruptions
- Communication with a diverse population of family's, staff, campus, and community

MINIMUM QUALIFICATIONS

- Completion of High School
- Two years responsible general clerical experience

DESIRABLE QUALIFICATIONS: A combination of education and experience equivalent to:

- An Associate's degree in a related field or completion of relevant college coursework in accounting or a related field
- Community College Experience

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties with or without reasonable accommodations are:

- Vision sufficient to read computer screens, and handwritten and printed documents
- Manual dexterity to operate computer keyboards, and manipulate papers
- Speech and hearing to obtain and relay information
- Bending, reaching and lifting up to 35 pounds to maintain supply stock and obtain or replace files and records

This work is performed indoors and outdoors in a child development center and on field trips.