



Job Description

POSITION TITLE:	Apprenticeship Program Specialist College and Career Readiness Educational Services	#2469
SALARY PLACEMENT:	Classified Salary Schedule Range 30	

SUMMARY OF POSITION:

Under the general direction of the College and Career Readiness Director, maintains effective control of multiple program budgets and grants, as part of the established apprenticeship programs that San Joaquin County Office of Education serves as the LEA. Performs accounting and auditing duties, assisting in the preparation and maintenance of budgets, financial reports, and accounting records. Does related work as required.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess an Associate of Arts Degree, supplemented by course work or training in accounting or bookkeeping obtained through a community college, trade, or correspondence school. Experience working in a school district or county office of education

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Three years of experience working with Apprenticeship Programs; knowledge of the responsibilities of data collection and recordkeeping for apprenticeship programs, both at the local and state levels; data processing; proper English usage; good record-keeping techniques. Advanced Microsoft Excel experience. Experience with tracking students' Related Supplemental Instruction (RSI) hours; understanding of requirements for submitting timely invoices and certificates of insurance; experience writing contracts and MOU's.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Knowledge of:

- basic principles, practices and procedures of accounting including budget development, payroll, accounts payable and accounts receivable
- modern office practices and procedures
- applicable sections of State Education Code and other applicable laws related to the Division of Apprenticeship Standards (DAS)
- advanced record-keeping and excel spreadsheets

Ability to:

- maintain accounting and financial records
- perform mathematical calculations quickly and accurately
- understand and follow oral and written directions
- learn to interpret, apply, and explain rules, regulations, policies, and procedures
- compile and analyze financial and statistical information and data
- maintain records and prepare reports
- plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks
- establish and maintain cooperative and effective working relationships with internal and external customers

- operate a variety of office equipment i.e., computers (PAC and MAC) and calculators
- be flexible and receptive to change
- write contracts

Possess:

- interpersonal skills using tact, patience, and courtesy
- oral and written communication skills

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Communicate effectively both orally and in writing with internal and external customers served by the department.
2. Answer telephone, take messages and provide information.
3. Work independently with little direction.
4. Maintain confidentiality on issues concerning program and staff.
5. Assist program consultants with the writing of reports required by the state.
6. Use current technology and equipment to generate spreadsheets, reports, and correspondence.
7. Prepare and process a variety of documents accurately, including travel claims, purchase orders, expenditure/revenue transfers, warrants, journal entries, deposit forms, etc.
8. Maintain fiscal records and/or worksheets for all calculations, extensions, and verifications related to recordkeeping for assigned accounting and/or fiscal areas including accounts receivable and accounts payable.
9. Establish and maintain cooperative and effective working relationships with internal and external customers served by the department.
10. Review Apprenticeship Program invoicing for accuracy and current and new registered apprentices' paperwork is maintained in a timely manner.
11. Work with Apprenticeship Programs to accurately track their students' RSI, submit timely invoices and current certificates of insurance.
12. Review and submit Education Service Agreements and Addendums for signatures, prepares requisitions for purchase orders and monitors program purchase order balances.
13. Maintain departmental fiscal/accounting records and transactions related to area of specialization.
14. Review, post, audit and track Related Supplemental Instruction (RSI) hours and On-the-Job-Training (OJT) hours for High School Apprentices.
15. Related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district office staff, and the public.