Justification to hire .5 accounting assistant for Business Office – 12/9/13

History
In 2006-2007, the Business Office employed 15 full time staff. Currently, the Business Office employs only 13.5 full time staff.

The Vice President of Administrative Services (VPAS) Office and the Business Office used to be in the same location. They are now in two physically separate locations. When the VPAS moved, the two people who provided administrative support moved with them. The two positions include one full time confidential administrative assistant and one .5 accounting assistant.

Strategic Goal 4A and 4D
In order to provide more efficient customer service to the Hartnell College community and to meet the administrative needs of the Business Office, the addition of a .5 accounting assistant is needed. It is requested that the .5 accounting assistant position in the VPAS office be increased to a full time position. The individual would work half time in the VPAS office and half time in the Business Office. The duties for the Business Office would include the following however this list is not meant to be all inclusive:

Strategic Goal 4A (effective utilization of human resources)

- Provide office and phone coverage (currently our Accounts Payable and Senior Accountant provide office and phone coverage which takes them away from their job duties) – Mail monthly health premium invoices for retirees (currently our Payroll Supervisor handles this function)
- Filing, archiving (currently everyone has to take time away from their job duties to file and archive their own records)
- 1098T student notification process (currently our Payroll Supervisor handles this function)
- Input journal entries in Colleague
- Assist with maintenance of departmental website
- Produce monthly Business Office Calendar
- Produce year-end deadline calendar
- Produce monthly internal deadline calendar
- Bank Reconciliations
- Covered CA reconciliations for payroll and benefits
- Section 125 Reconciliations

Strategic Goal 4D (minimize cost by eliminating the need to maintain physical storage space and the human resource capital used to obtain information from physical storage)

- Digital imaging of records (we currently keep paper records according to the education code’s retention policy)