

IMPERIAL COMMUNITY COLLEGE DISTRICT

EDUCATION AND EXPERIENCE: Any combination equivalent to: a bachelor's degree in accounting, business or public administration, finance or closely related field and five years of increasingly responsible experience in community college or school district accounting, budgeting and related fiscal activities.

WORKING CONDITIONS: Duties are primarily performed in an office environment while sitting at a desk or computer terminal. Incumbents are subject to constant interruptions and demanding time lines.

PHYSICAL DEMANDS: Must sit for long periods of time, use hands and fingers to operate an electronic keyboard, calculator or other office machines; see to read fine print; speak clearly and distinctly to answer telephones and to provide information; hear and understand voices over telephone and in person; lift, carry and/or move objects weighing up to 25 pounds.