



**ADMINISTRATIVE & OFFICE SPECIALIST III, #WG656**  
**(Working Title: Fiscal Technician Senior)**  
**PART-TIME/HOURLY**

J. Sargeant Reynolds Community College is the third largest college in the Virginia Community College System. Reynolds offers a variety of programs and services to the residents of the City of Richmond and the counties of Hanover, Henrico, Goochland, Louisa and Powhatan. The college operates three comprehensive campuses located in rural, urban and suburban settings and serves over 18,000 credit students. The Community College Workforce Alliance provides training to an additional 14,000 non-credit students each year. Additional information is available at the College's Website: <http://www.reynolds.edu>.

The College is seeking applicants for the position of Administrative & Office Specialist III, Pay Band 3. This position will be assigned to Financial Operations, Central Administration Building, 1701 E. Parham Road.

**DUTIES:** This position will assist the college's Budget Office in collecting and researching data for the preparation of monthly reports; maintaining Equitrac assignments; and reconciling data sources. This position will also serve as back up administrative support for the office of the Vice President of Finance and Administration.

**QUALIFICATIONS REQUIRED:** Working knowledge of spreadsheet creation and maintenance. Demonstrated ability to operate a personal computer using current software programs, with proficiency in Microsoft Word, Excel and Outlook. Demonstrated ability to utilize strong problem solving skills in order to research questionable budget or expense items and follow through to conclusion. Demonstrated ability to provide a high level of customer service; prioritize work assignments; and communicate effectively, orally and in writing, with a diverse population. High school graduate or equivalent. Selected candidate must be able to pass the college's pre-employment security screening.

**QUALIFICATIONS PREFERRED:** High school diploma with additional coursework and/or training in Microsoft Excel is preferred. Current work experience using Excel in the performance of various office support services in a busy office environment is also preferred.

**TYPE OF POSITION:** Part-time/hourly position without state benefits. **Salary Range:** \$11.54-\$16.00 per hour, based on related experience and pre-employment salary.

**APPLICATION PROCESS:** In order to better serve our customers, J. Sargeant Reynolds Community College will only accept online applications for all state employment opportunities. J. Sargeant Reynolds Community College will no longer accept hand-delivered applications or applications submitted by mail, e-mail, or fax. Computers are available at the Department of Human Resource Management Career Center, public libraries, the Virginia Employment Commission, or the College's Human Resource Office. To apply for this or any other vacant positions, please visit the Virginia Jobs website <http://jobs.virginia.gov>. All cover letters and resumes must be attached electronically to the online application.

**Applications will be accepted until the position is filled.**

Women and Minorities are encouraged to apply.

"Reasonable Accommodations" are provided for applicants with disabilities. AA/EOE/ADA