

Temporary Part-Time Hourly Fiscal Technician

Reports to: TBD

Hourly Rate: \$18.00

Employment Dates: Approximately February through June 30, 2026...perhaps longer

Position Summary:

Perform repetitive fiscally related duties in a computerized environment. May perform duties in such areas as A/R, A/P, purchasing, cashiering, payroll, student aid, revenue, grants and contracts, fixed assets and general accounting. There is a maximum of 79 hours per month, which includes approximately 16 hours a week during the hours of 8-5pm.

Minimum Qualifications:

- High school graduate or equivalent.
- Fiscal-related experience.

Conditions of Employment:

- In compliance with the Immigration and Naturalization Act, proof of authorization to work in the United States will be required at the time of hire.
- Prior to appointment, the successful candidate must pass a criminal history background check.
- A valid Washington state driver's license may be required.

Application and Selection Procedure:

Complete application packages must include the following:

- Please send your resume and cover letter that describes how your educational background and experience meet the minimum qualifications to jobs@wvc.edu
- Position is open until filled.

Reasonable Accommodation:

Applicants with disabilities who require assistance with the application and employment process will be accommodated to the extent reasonably possible. Requests should be made to the human resources office by calling 509-682-6440. Persons who are deaf or hard of hearing may dial 711 to place a call through Washington Relay, the state's free telecommunication access service.

Equal Opportunity Employer:

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and laws and regulations, or participation in the complaint process.

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:

- To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, Dial 711, title9@wvc.edu.

- To request disability accommodations: Student Access Director, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: Dial 711, sas@wvc.edu.

This recruitment announcement may not reflect the entire job description and can be changed or modified at any time.