

Gina Litonjua
Accounting Technician II

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Duties and responsibilities

- Responsible for the GO Bond Accounts payable invoices, including review and reconciliation of contracts and purchase orders for the contracting services.
- Responsible for the review and reconciliation of the District Sweep account, legal fees expenses, prepaid expenses, financial aid income and expense, revolving cash account, and retention accounts.
- Responsible for following up with students and vendors for replacement of stale dated checks.
- Responsible for processing of payments for payroll deductions.
- Responsible for vendor information update in BEST system and the collection of W9s from vendors and filing.
- Responsible for keeping a log of all JVAs and filing.