



POSITION ANNOUNCEMENT

ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College has remained dedicated to promoting educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital, and Engineering Technologies, accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

ABOUT AUGUSTA, GEORGIA

Augusta, GA, is a regional center for medicine, biotechnology, and cybersecurity. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Masters Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Gordon.

ABOUT THE POSITION

Job Title: Accounting Technician

Job Code: 40842

Campus Location: Thomson Site

Salary: \$35,279.96 - \$39,085.20; Commensurate with education and work experience.

JOB SUMMARY

The **Accounting Technician** is responsible for all aspects of accounting for the Thomson site.

MINIMUM QUALIFICATIONS

An Associate Degree in Accounting or a related field or equivalent is required.

PREFERRED QUALIFICATIONS

A Bachelor's Degree is preferred. Effective communications.

At least one year of full-time work experience in accounting or a related field.

Experience with Microsoft Excel and Word, Banner, and TeamWorks Financials (aka Peoplesoft).

COMPETENCIES

- Knowledge of general accounting
- Knowledge of student accounts management practices
- Knowledge of relevant federal and state regulations
- Skill in the operation of computers and job-related software programs
- Decision-making and problem-solving skills

A Unit of the Technical College System of Georgia

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- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills

MAJOR DUTIES

- Contact vendors for price quotes;
- Requisition for supplies and equipment.
- Receive all incoming supplies, materials, and equipment;
- Maintain document files on all supplies and equipment;
- Maintains property inventory by tagging all equipment that requires decals and reporting data to the Assets Manager;
- Monitor and maintain internal budget;
- Prepare monthly payroll reports;
- Verify timesheets for part-time employees;
- Order textbooks for instructors; Receives and verifies all book shipments;
- Manage payments for student tuition and fees;
- Manage all book sales;
- Reconcile all daily sales and make deposits;
- Accounting data entry;
- Serve as one of the College Vendor Liaisons;
- Other duties as assigned.

APPLICATION DEADLINE: The position will remain open until filled. All application packets **MUST** be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter.easyhrweb.com). As a part of the application process, interested candidates will be required to upload other documents, including a resume, cover letter, and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. **Note: Due to the volume of applications received, we are unable to contact each applicant personally. If we are interested in scheduling an interview, a representative from our college will contact you.**

Equal Employment Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government, including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships, and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.