**Director of Accounting** (Full-time)

Albany Technical College seeks a full-time Director of Accounting. The Director of Accounting will report to the Vice President of Administration and is responsible for the administration and implementation of initiatives, supervision of subordinate employees involving financial and accounting operations, management of the operating budget, to include accounts payable, accounts receivable, asset management, surplus property, fleet management, risk management, grant administration, shipping and receiving, the campus bookstore and travel. The Director of Accounting will manage and integrate Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards, statutory accounting requirements, and departmental fiscal policies and procedures. The position requires the analysis of financial statistics and other accounting data to identify trends impacting fiscal positions of the college. He/she reviews and analyzes general ledger accounts accurately for fiscal integrity as well as compliance with applicable principles, standards, guidelines, policies, and procedures. The Director of Accounting prepares or directs the preparation of financial reports in both standard and specialized formats correctly identifies discrepancies in financial records and takes appropriate corrective action(s) to amend identified variances. He/she represents the financial interests of the technical college in accounting related interactions with other parties such as banks, vendors, auditors, and external customers and correctly applies principles in analyzing accounting and fiscal situations to ensure integrity of the fiscal operations. He/she should be proficient in the use of MS Office, Word and Excel. He/she should be proficient in the use of computer technology, display skills in interpersonal relations, dealing with the public, and display sound decision making and problem solving skills. He/she should display good oral and written communication skills.

**Minimum Qualifications:**  The candidate MUST possess a Baccalaureate Degree in accounting, public administration or closely related field \*AND\* have three (3) years of full time work experience in accounting.

**Preferred Qualifications:**  The candidate MUST possess a Bachelor’s degree in Accounting \*AND\* Five (5) years of experience in the last seven (7) years in governmental accounting and/or auditing with increasing responsibilities in financial analysis and financial statement preparation. Strong organizational skills and experience in PeopleSoft and MS Excel to include pivot tables. Ability to multi-task and prioritize workloads along with experience in managing an accounting staff of six (6). Hand and finger motion may be required for data entry purposes.

**Salary/Benefits:** Salary is commensurate with education and work experience. Benefits include paid state holidays, annual and sick leave, and the State of Georgia Flexible Benefits package.

**Application Deadline:**  All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . 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. For more information regarding this position or application instructions, please contact the Human Resources Office at 229-430-1702. 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. Albany Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law).

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

 ***If we are interested in scheduling an interview, a representative from our college will contact you.***

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| **Title IX Coordinator:**Kathy Skates Vice President of Administration1704 South Slappey Blvd.Albany, GA 31701229.430.3524 | **Equal Opportunity Officer:**Lola K. Edwards, Office of Human Resources1704 South Slappey Blvd.Albany, GA 31701229.430.1702 | **Section 504 Coordinator:**Regina Watts, Special Needs Coordinator1704 South Slappey Blvd.Albany, GA 31701229.430.2854 |