**Fiscal Analyst** (FT)

Albany Technical College seeks a well-qualified, highly motivated individual to fill the position of Fiscal Analyst in the Administrative Services division. The position will support two Directors and the Vice President of Administration and will dual report to both Directors in the Business Office. The Fiscal Analyst will be responsible for the preparation and submission of monthly reconciliations of assigned grant projects, bonds, and the general operating cash account. Additionally, he/she will prepare profit and loss statements for select College departments. The Fiscal Analyst will analyze financial data for accuracy, fiscal integrity, and compliance by identifying discrepancies or trends, and communicating findings to the appropriate Director. The Fiscal Analyst will also be responsible for assigned manual journal voucher entries, designated annual cost reporting for the College, and special projects as needed.

The Fiscal Analyst should apply Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards, statutory accounting requirements, and departmental fiscal policies and procedures. He/she should have excellent organizational skills, strong interpersonal skills, both oral and written, decision making, and problem solving skills. He/she should have the ability to multi-task and prioritize workloads. He/she should be available to work a flexible schedule, including some evenings during peak periods, and be able to travel.

**Minimum Qualifications:** The candidate MUST have a Bachelor’s Degree in Accounting, Finance, or Business Administration \*AND\* have three (3) years of experience in budgeting, accounting, statistics, or other related experience.

**Preferred Qualifications:** The candidate MUST have a Bachelor’s Degree in Accounting or Finance \*AND\* have three (3) years of experience in governmental accounting and grants management. He/she must have a strong working knowledge of MS Excel to include pivot tables, experience with the PeopleSoft accounting system, excellent time management and organizational skills, and the ability to work independently as well as part of a team.

**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.

**Physical Demands:** Work is typically performed in an office environment with intermittent sitting or walking in various settings. Must lift and carry lightweight objects occasionally. Full range of hand and finger motion may be required for data entry purposes.

**Application Deadline:** The position will remain open until filled.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:**  Trenna Marshall HR Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.3619 | **Equal Opportunity Officer:**  Lola K. Edwards, Office of Human Resources  1704 South Slappey Blvd.  Albany, GA 31701  229.430.1702 | **Section 504 Coordinator:**  Regina Watts, Special Needs Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.2854 |