**Property Accountant Specialist (**FT**)**

Albany Technical College seeks a well-qualified, highly motivated individual to fill the position of Property Accountant Specialist. Under general supervision of the Director of Accounting, the Property Accountant Specialist will be responsible for all aspects of asset management for the College including, but not limited to, ensuring that all physical assets are categorized, tagged, and entered into the inventory database, the maintaining of the asset management system on a daily basis, monthly reconciliations, year-end close of the asset ledger, verifying proper tagging of assets before delivery and installation, conducting/directing annual physical inventory, ensuring property is transferred or disposed of properly, obtaining necessary documentation and signatures for transferred or disposed assets, and ensuring that at-risk assets are secured properly. The Property Accountant Specialist will also be responsible for fleet management duties for the College to include management of fleet fuel cards and required reporting and risk management duties, which include reporting of any liability-related incidents on campus or accidents, as well as annual analyses of insurance coverages. The successful candidate must be detail-oriented, organized, knowledgeable in the operation of computers with an emphasis in Microsoft Office, particularly Excel, have good analytical skills and oral and written communication skills including interpersonal relations. This position will also involve the use of a golf cart and the lifting of 20-50 pounds in the course of conducting physical inventory.

**Minimum Qualifications:** The candidate MUST possess an Associate’s Degree in Business, Accounting, Public Administration, or closely related field \*AND\* have three (3) years of professional experience in work-related experience.

**Preferred Qualifications:** Prior governmental or military experience in asset/inventory management.

**Physical Demands:** Work is typically performed in an office environment with intermittent sitting or walking in various settings. Walking, operating a golf cart, and lifting 20-50 pounds in the course of assisting with physical inventory. Travel to satellite campus sites may be required.

**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:**  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 hr@albanytech.edu. 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.***

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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 Executive Director 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 |

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