

<b><i>JOB TITLE</i></b>	ACCOUNTS PAYABLE ASSISTANT
<b><i>Department</i></b>	ADMINISTRATIVE SERVICES
<b><i>Reports To</i></b>	DIRECTOR OF ACCOUNTING

**EMPLOYMENT TERMS:**

<i>Full Time</i>
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**QUALIFICATIONS:**

<b><i>Education</i></b>	An Associate's degree in Accounting from an accredited post secondary institution.
<b><i>Experience</i></b>	At least one year of full-time, paid related work experience.
<b><i>Desirable Skills</i></b>	Effective communication skills.

**PRIMARY DUTIES:**

<p>Processes payment for all invoices in accordance with accounting process. Responsible for correcting discrepancies on invoices and purchase orders. Verifies receipt of supplies. Communicates with companies or departments concerning discrepancies. Maintains accounting records and prepares financial reports. Assists mail clerk in distributing mail and supplies received for departments. Inputs information for computer reports. Analyzes accounts and computer reports. Maintains record of outgoing checks. Performs other duties as assigned by the Director of Accounting.</p>
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**APPLICATION DEADLINE: Until filled**

Applications are submitted <b>on-line only</b> at <a href="http://www.augustatech.edu">www.augustatech.edu</a> .
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**TRANSCRIPT REQUIREMENTS**

Applications for this position are reviewed upon receiving all official transcripts. <b>Official transcripts</b> must be mailed directly from the educational institution to the Human Resources Office, 3200 Augusta Tech Drive, Augusta, GA 30906 or electronically to <a href="mailto:srouse@augustatech.edu">srouse@augustatech.edu</a> .
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**PRE-EMPLOYMENT SCREENING**

Pre-Employment background checks are required. <i>(Conducted by Augusta Technical College)</i>
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**CONTACT**

Shirley Rouse, Pre Employment Manager at (706) 771-4026 or <a href="mailto:srouse@augustatech.edu">srouse@augustatech.edu</a>
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**SALARY**

Commensurate w/education and experience.
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