



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: Business Operations Analyst

Job Code: 10110

Campus Location: Augusta Campuses

Salary: 49,920.00-55,016.04; Commensurate with education and work experience.

JOB SUMMARY

The **Business Operations Analyst** is responsible for the analysis of financial data and Bookstore daily operations, preparation of monthly reconciliations, processing of online application payments, prepares Concur expense reports, and is the Vendor Management Liaison.

MINIMUM QUALIFICATIONS

Bachelor's degree in accounting, public administration, or a closely related field from an accredited college or university in an area related to the assignment, and three years of full-time work experience.

PREFERRED QUALIFICATIONS

- A master's degree in accounting or a closely related field, and at least five years of full-time, paid work experience within the past five years, is also desired.
- Functional knowledge of the Georgia TeamWorks Financial System, Workday Financial System, and Banner Student Accounts system.

COMPETENCIES

- Knowledge of Accounting and Chart of Accounts
- Knowledge of financial systems, classes, fund sources, accounts
- Skill in the use of a computerized cash register
- Skill in interpersonal relations and serving the public
- Skill in the use of computers and job-related software programs
- Skill in oral and written communication
- Decision-making and problem-solving skills

MAJOR DUTIES

Under general supervision:

- Prepare and evaluate daily operations procedures for the bookstore.
- Work with Bookstore Manager to verify deposit and POS register totals.
- Monitor daily collection and balancing of point of sale receipts.
- Prepare monthly inventory/sales reports and analysis.
- Perform expenditure/revenue analysis.
- Prepare monthly reconciliations, including Accounts Receivables/Payables, Travel & Per Diem, and Student Clubs & Organizations.
- Crosstrain to learn other job duties and responsibilities.
- Perform any other related duties as required.

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.