



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: Director of Student Accounts (Full-time)

Job Code: 40843

Campus Location: Augusta Site

Salary: \$60,000 - \$75,279.25; Commensurate with education and work experience.

JOB SUMMARY

The **Director of Student Accounts** is responsible for managing complex activities within an assigned area and overseeing contributions toward area goals, objectives, and mission. The Director of Student Accounts is immediately responsible to the Vice President of Administrative Services for the accurate reconciliation of accounts and prompt billing. The following three college criteria are a part of this job description and will be included on the annual performance review. Encourage and facilitate cooperation, pride, trust, and group identity; foster commitment and team spirit; work cooperatively with others to achieve goals, work and communicate with the general public, internal customers and/or external customers to provide information and quality services and/or products targeted to meet customer expectations, and display a high level of effort and commitment to performing work; operate effectively within the organizational structure; demonstrate trustworthiness and responsible behavior.

MINIMUM QUALIFICATIONS

A 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. Experience in governmental accounting and GAAP.

COMPETENCIES

Must possess effective communication and decision-making skills as well as problem-solving.

MAJOR DUTIES

- Balance accounts receivable between PeopleSoft and Banner.
- Process refunds.
- Trains, assigns, and directs the work of assigned personnel while providing guidance.
- Ensure student fees, program fees, and malpractice insurance are properly attached to applicable courses in Banner.
- Communicate with students regarding account balances.
- Conducts regular evaluation of services provided and adjusts as needed.
- Add new detail codes into Banner and ensure appropriate accounting codes in conjunction with all new codes.
- Ensure all current detail codes meet TCSG detail code requirements and monitor TCSG changes for updates to Banner detail codes.
- Compiles and submits various reports internally and externally.
- Maintains proper internal controls and reviews account balances for accuracy.
- Assist with completion of GAAP entries as needed.
- Assists with year-end closing procedures, including financial statement preparation.
- Prepare and process 1098-T's for annual student reporting.
- Submits financial reports as requested in a timely manner.
- Develops and/or assists with the development of policies and procedures and recommends changes to effectively meet the goals and requirements of the department.
- Participate in the college's professional development program.
- Prepares billing for student balances and third-party agencies.
- Communicate with third-party contracts each semester.
- Maintains knowledge of assigned program area and gives updates to management on services, operations, and projects.
- Supervises and assists with the duties of all personnel in the office of student accounts.
- Other duties as assigned.

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.

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