



## **Position Announcement July 2019**

**Position:** Accounts Payable Specialist

**Position Status:** Full time

**Application Deadline:** July 31, 2019

### **Job Responsibilities:**

The Accounts Payable Specialist is responsible for processing and verifying accounts payable transactions. Maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. Position may involve travel to any of the locations within the College's service area and other travel as needed.

### **Major job responsibilities include, but are not limited to the following:**

- Prepares and verifies accounts payable vouchers, enters data into PeopleSoft and submits checks to vendors;
- Monitors budget expenditures pertaining to accounts payable and notifies supervisor if expenditures exceed budgeted amounts;
- Monitors cash disbursements daily and monthly; prepares daily bank deposit(s);
- Oversees or participates in the compilation of data and prepares standard accounting reports;
- Audits travel expense statements for accuracy, authorization and compliance with state regulations;
- Balances expenses and revenues to general accounting trial balance monthly.
- Maintains vendor and other payable files;
- Operates computers programmed with accounting software to record, store, and analyze information;
- Verifies and corrects accounting and financial information;
- Maintains records, files and documentation related to accounting processes;
- Copies, distributes, receives, and/or mails letters, bills, memos, statements of account, and other documents and materials;

### **Job Competencies:**

- Knowledge of basic accounting principles
- Skilled in the operation of computers and job-related software programs
- Oral and written communication skills
- Skilled in interpersonal relations and dealing with the public
- Decision making and problem solving skills

**Minimum Qualifications:**

- Associate's degree in accounting, public administration or closely related field from a regionally accredited institution
- Three (3) year experience in in accounting
  - *Note: Experience may substitute for the degree on a year-to year basis*

**Preferred Qualifications, in addition to minimum qualifications:**

- Prior experience within the Technical College System of Georgia (TCSG) or Post-Secondary Education system
- Documented work experience with PeopleSoft/Teamwork

**Projected Work Hours/Location:**

This position generally works normal day hours of 7:45 a.m. to 4:45 Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Friday. Additional hours or a flexible schedule to include evenings and/or weekends will be required as needed. Position will be assigned to the Warner Robins campus and may require travel to any of the locations within the College's service area. This position is scheduled to work 12 months per calendar year and at 40 hours per week.

**Salary / Benefits:**

Annual gross annual salary range of upper \$20 to low \$30's; actual gross annual salary will be determined by the candidate's qualifications. This is a 12-month position and is eligible for state benefits to include retirement, insurance, leave accrual and holiday pay. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

**Application Procedure:**

All applications and supporting documents must be submitted online by the posted deadline via the Central Georgia Technical College Job Center. A completed application packet consists of the following:

- A completed CGTC online application
- Postsecondary transcripts that demonstrate the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements
- Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit transcript documentation as part of the application process
- Non-photo license(s) and/or certification(s) which fulfill the requirements of the position

Unofficial transcripts are accepted to the extent that they indicate that the degree or credential was earned/conferred; grade reports and diploma copies are not accepted in lieu of transcripts. Educational credentials, degrees, or coursework cannot be considered without transcripts. Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information, please contact the Human Resources Office at 478 757 3449 or 478-218-3700.

All applicants are subject to the following applicable pre-employment screenings:

Criminal History Records	Motor Vehicle Records
Employment References	Pre-Employment Drug Test
Fingerprint Records	Credit History Records
Psychological Screening	Medical Examination

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals and Compliance, Room A136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: [cajohnson@centralgatech.edu](mailto:cajohnson@centralgatech.edu).

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.