**POSITION ANNOUNCEMENT: Accounting Specialist**

The Account Specialist is responsible for at least one defined accounting sub-system, performing work according to established financial policies in accordance with college standards and state and federal regulations. Sub-systems may be defined as purchasing, accounts receivable, accounts payable, travel, asset management, Financial budget entries and Financial Journal voucher entries.

**POSITION DESCRIPTION**

Financial Transactions Reporting:

* Maintains knowledge of current federal, state, and college rules, trends and developments in the field. Applies relevant new knowledge to performance and responsibilities.
* Notifies supervisor of pending problems.
* Determines sources of errors by researching records.
* Collaborates with end users and outside customers/vendors.
* Reviews a wide range of source documents such as:
* Accounts Receivable: Banner reports, invoices
* Travel: Concur expense reports, hotel statements
* Assets: Invoices, purchase orders
* Accounts Payable: Invoices, purchase orders, receiving documents
* Purchasing: quotes, carts, requests for payments
* Budget and Financial entries: proper supporting documentation for entries
* Assigns standard pre-established accounting codes and other identifying information.
* Sub-System responsibilities may include:
* Enters routine financial transactions into accounting systems; verifies and corrects information; reconciles accounting records.
* Processes accounts payable such as complex invoices and shipping documents, partial payments, discounts and other transactions; contacts vendors to resolve questions.
* Receives, controls and records cash, check, and credit card payments; operates or assists with cash register functions as needed.
* Establishes, maintains and processes third-party contracts and scholarships in the student accounts receivable system.
* Establishes, maintains and processes electronic billing and payment processes within the third-party vendor systems.
* Receives and processes purchase requests; creates purchase orders.
* Receives and processes; creates new and adjustment to Budget and Financial entries. Organizes and maintains hard copy files of departmental records

**MINIMUM QUALIFICATIONS**

* Bachelor’s degree in related field, \*OR\* Associate degree in accounting, public administration or closely related field \*and\* Two (2) years of paid work experience in accounting, \*OR\* High School diploma and 5 years of closely related paid work experience in accounting.
* Knowledge of Excel, pivot tables and VLOOKUP.
* Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

**BENEFITS/SALARY**

* $41,559.22 annual salary
* Benefits include paid holidays, annual leave, and the State of Georgia Flexible Benefits Program.
* Please be aware that all Chattahoochee Technical College employees must be paid by DIRECT DEPOSIT unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Contact Us” then “Jobs and Careers at CTC.” For a complete file, fill out an online application, upload cover letter, resume, unofficial transcripts and include three professional references’ contact information on application. Before a candidate is hired, a pre-employment criminal background investigation, motor vehicle records check and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation. If conditional offer of employment is made, applicant may be subject to drug and/or alcohol testing appropriate to the position.

**ANTICIPATED EMPLOYMENT DATE:** Open until filled

**EMPLOYMENT POLICY:**Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling [(404) 679-4500](tel:(404)%20679-4500), or by using information available on SACSCOC’s website ([www.sacscoc.org](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7Cdmchugh%40chattahoocheetech.edu%7C76f352afebe0445368de08d8eefff055%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522130299608429%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=yPjX3K7SUclVNbKVNUo3A8ETgfF8H62LMZp8SfkDyk8%3D&reserved=0)).

As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator,

Shanequa Warrington, 980 S Cobb Drive, C 1102B, Marietta, GA 30060, 770-975-4023, [Shanequa.Warrington@chattahoocheetech.edu](mailto:Shanequa.Warrington@chattahoocheetech.edu) and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or [Caitlin.Barton@chattahoocheetech.edu](mailto:Caitlin.Barton@chattahoocheetech.edu).

***A Unit of the Technical College System of Georgia.***