



Accounting Technician / Cashier
Full Time
Floyd County Campus

Job Summary:

Georgia Northwestern Technical College is seeking qualified applicants for the full time position of Accounting Technician / Cashier to be located on the Floyd County Campus and may be required to travel to other campuses to meet operational requirements. This position will report to the Director of Accounting and is not a supervisory role. This position will be responsible for performing cashiering, customer service, and other accounts receivable duties.

Duties/Responsibilities:

- Receives cash, checks and/or money orders from students and customers for tuition and miscellaneous fees. Balances receipts and posts to accounting records;
- Obtains routine billing information from the outside agencies that pay student tuition, fees, etc. and performs billing functions;
- Prepares bank deposits when needed;
- Provides information and assistance to callers and visitors;
- Submits and maintains vendor files;
- Schedules use of school vehicles;
- Receives and distributes incoming Business office mail;
- Maintains and orders supplies for the Business office;
- Contacts customers on overdue invoices in Accounts Receivables;
- Provides information and assistance to callers and visitors;
- Performs limited, routine general clerical duties; and
- Other duties as assigned.

Competencies:

- Knowledge of generally accepted accounting principles
- Knowledge of student accounts management practices
- Knowledge of computers and job-related software programs
- Decision making and problem-solving skills
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills

Minimum Qualifications:

High school diploma or equivalent *and* One (1) year of experience in bookkeeping or accounting clerical work.

Preferred Qualifications:

Associates degree in Accounting or related business field and accounts payables experience.

Physical Demands:

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes.

If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

Salary: \$34,320

Benefits:

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, paid parental leave, educational support leave, options in the State of Georgia health and flexible benefits package, 401K & 457 options, a choice of two retirement systems dependent upon position: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia.

Application Deadline: Open until filled.

Application Process:

All application packets **MUST** be completed via the GNTC Online Job Center at www.gntc.edu/about/employment/. We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

A Unit of the Technical College System of Georgia**Equal Opportunity Employer**

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of or otherwise subjected to unlawful discrimination, harassment or retaliation under any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. Title IX and Equity Coordinator: Linda McEntire, Floyd County Campus, Building I Room 105, 706-516-5184, lmcentire@gntc.edu.