



Accounting Technician - Student Accounts

Full Time

Floyd County Campus

Job Summary:

Georgia Northwestern Technical College is seeking qualified applicants for the position of Accounting Technician - Student Accounts to be located on the Floyd County Campus. Occasional travel to other GNTC campuses as well as overnight travel for training may be required. This position will report to the Banner AR Coordinator. This position is responsible for ensuring student balances are maintained correctly and processing financial aid refunds.

Duties/Responsibilities:

- Establishes, maintains, and processes third-party contracts and scholarships in the student accounts receivable system.
- Processes external source charges to the student accounts receivable system.
- Reconcile student accounts and financial records, identifying discrepancies and resolving issues promptly.
- Ensure compliance with institutional policies, state and federal regulations, and industry standards related to student financial services including Title IV requirements and FERPA.
- Collaborate with compliance officers and auditors to facilitate internal and external audits of student financial records.
- Able to perform Secure File Transfer Protocol (SFTP) processes.
- Work across departments to accomplish assignments in an orderly and timely fashion.
- Other duties assigned.

Competencies:

- Knowledge of the mission of postsecondary vocational/technical education.
- Knowledge of generally accepted accounting principles.
- Knowledge of student accounts management practices.
- Knowledge of relevant college, state and federal policies.
- Skill to make timely decisions.
- Skill in the operation of computers and job-related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

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, Business Management, or related field. Proficiency in Banner, PeopleSoft, and/or WorkDay accounting software.

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: \$43,000

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: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, ebarksdale@gntc.edu.