



POSITION ANNOUNCEMENT

Accounting/HR Technician

CAMPUS: Sandersville

STATUS: Full-time Non-Exempt

DUTIES: Under general supervision, the Accounting Technician will serve dual roles providing various professional accounting duties in support of financial accounting processes in the Business Office and providing administrative support to the Human Resources department at Oconee Fall line Technical College. The accounting/human resources technician will review source documents & enter financial transactions; reconcile accounting records; operate cashier functions; receive, control & record cash/check/credit card receipts and process bank deposits; open bookstore as needed. This position will be responsible for asset management including inventory control, audits, & reconciliation. The accounting/human resources technician will assist with new hire interview processes; prepare new employee documentation; prepare & maintain the employee filing system; perform routine clerical duties as needed. This position reports to the Director of Administrative Services of the college.

MINIMUM QUALIFICATIONS: High School graduate or equivalent *and* one year of work experience in bookkeeping or accounting clerical work. Preference will be given to applicants who possess a business or accounting technical certificate, diploma or degree from an accredited technical institution.

COMPETENCIES: Knowledge of generally accepted accounting principles and relevant federal and state regulations; skill in the use of modern office practices, procedures, equipment, including computers and computer software; skill in decision making and problem solving; skill in interpersonal relations and in dealing with the public; good oral and written communication skills; ability to work independently with minimal supervision; ability to lift, push and carry heavy items while doing physical inventory.

SALARY/BENEFITS: \$25,000 annually. Benefits include state holidays, annual, personal, and sick leave, State of Georgia Flexible Benefits and State Health Benefit Plan.

****Employment is contingent based upon successful completion of appropriate background checks.**

APPLICATION INSTRUCTIONS:

The position is available until filled. Applicants must complete the job application process through the Oconee Fall Line Technical College Online Job Center at www.OFTC.edu located under Employment Opportunities. As a part of the application process, interested candidates will also be required to upload certain other documents such as a resume, unofficial transcripts, and proof of license as stated on the job ad. Incomplete submissions will not be considered. ***Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.***

Equal Opportunity Institution -

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, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

EEOC Coordinator – Rosemary Selby, 478.553.2055

Title IX Coordinator - Janet Smith, 478.274.7836

ADA/Section 504 Coordinator – Saketta Brown, 478.274.7643 or 478.553.2124