



## **POSITION ANNOUNCEMENT**

Director of Accounting

**CAMPUS:** College Wide

**STATUS:** Full-Time, Exempt

**DUTIES:** Oconee Fall Line Technical College is seeking a Director of Accounting to join our staff. This position is responsible for managing a comprehensive accounting program for a technical college. Analyzes financial statistics and other accounting data, supervises subordinate employees, records financial activity in accounting system and/or varied systems, prepares the financial reports, and may represent the financial interests of the College in accounting related interactions with other parties. The Director of Accounting will be required to have presence on multiple campuses. This position reports directly to the Vice President of Administration.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in accounting, public administration, or closely related field from an accredited college or university is required. Degree must include completion of the intermediate accounting sequence. Five years full time work experience in a business, industry, or government environment that includes three years of supervising accounting functions. **PREFERRED QUALIFICATIONS:** Master's degree in accounting, public administration, or closely related field from an accredited college or university. Knowledge of Banner Accounts Receivable and Financial Aid modules. Knowledge of PeopleSoft or Workday accounting software. Knowledge of Microsoft Office programs. Excellent verbal, written, interpersonal and organizational skills. Preference given for state government and educational experience, GASB knowledge, and financial statement preparation experience.

**COMPETENCIES:** Knowledge of finance, accounting and management policies and procedures; Clear understanding of effective internal controls. Knowledge of institutional organization, policies, procedures, and administrative practices; Knowledge of relevant federal and state regulations; Skill in the delegation of responsibility and authority; Skill in the operation 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

**SALARY/BENEFITS:** Salary is commensurate with education and experience. 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:** Applicants must complete the job application process through the Oconee Fall Line Technical College Online Job Center at [www.OFTC.edu](http://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, 478.553.2056**

**Title IX Coordinator – Jennifer Todd, 478.553.2098**

**ADA/Section 504 Coordinator – Saketta Brown, 478.274.7643**