



POSITION ANNOUNCEMENT

Director of Accounting

CAMPUS: South Campus – Dublin, GA

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. Seven years full time work experience in a business, industry, or government environment that includes three years of supervising accounting functions. **PREFERRED QUALIFICATIONS:** Masters 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 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; 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: \$50K - \$60k range. 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: Application review will begin on July 2, 2018. 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 - Sharon J O'Neal, 478.553.2056

Title IX Coordinator - Janet Smith, 478.274.7836

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