**POSITION ANNOUNCEMENT(S)**

**POSITION TITLE: Property Accountant Specialist (Full-Time)**

**POSITION DESCRIPTION:**

Under general supervision, manages the physical asset process for a technical college. Coordinates delivery of any equipment to offsite campuses. Assist with shipping and receiving with all materials ordered by the technical college. Establishes and maintains automated and manual filing/inventory system. Conducts periodic physical inventories of property. Serves as a technical source for other personnel. Performs monthly reconciliation of all capital assets. Coordinates paper deliveries to all departments, including offsite deliveries. Assigns all new employees with initial inventory and conducts an inventory of all resigned/terminated employees. Maintain inventory transfer tracking processes. Serve as the main liaison for vendor entry in Teamworks.

**Minimum Qualifications:**

* Completion of an associate degree in, Accounting or a related field.
* Three (3) years of full-time work-related experience in a governmental procurement setting or experience working with governmental information financial system and/or statewide purchasing information network.
	+ Ability to lift at least 50 lbs
	+ Ability to assist with ordering office supplies material, equipment or services
	+ Strong proficiency in using 365 Microsoft Office Application, specifically Excel

**Preferred Qualifications:**

* Bachelor degree in accounting or a related field
* Ability to operate a fork-lift

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| **TO APPLY:** Please submit an online application using the OTC online job center website. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application for faculty positions. Official transcripts are required upon employment. For more information, please contact the Director for Human Resources at 912.871.1801 or employment@ogeecheetech.edu.The following individuals have been designated to handle inquiries regarding the non-discrimination policies: For Title IX: Christy Rikard, Office: 198C, Phone: 912.486.7607, crikard@ogeecheetech.edu. For ADA/Section 504: Sabrina Burns, Disability and Student Support Services Coordinator, Office: 189, Phone: 912.486.7211, sburns@ogeecheetech.edu. |
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