**ACCOUNTANT**

**(FULL TIME)**

**GRIFFIN CAMPUS**

**MINIMUM QUALIFICATIONS:**

Bachelor’s degree in accounting or a related field \*OR\* Associate degree in accounting or related field

\*and\* Two (2) years of accounting work experience and reconciling bank statements in a higher education environment.

**PREFERRED QUALIFICATIONS:**

* Knowledge of governmental accounting
* Knowledge of generally accepted accounting principles (GAAP)
* Experience with Teamworks/PeopleSoft Financials with a working knowledge of the AR, AP and GL modules
* Proficiency using Microsoft Excel

**JOB SUMMARY:**

The Accountant is responsible for performing professional accounting duties associated with analyzing and preparing financial reports and financial information

**RESPONSIBILITIES**:

* Records or directs the recording of financial transactions; Categorizes revenue and/or expenditures into accounts and resolves recording errors;
* Prepare or enter GL Journals into Teamworks/PeopleSoft Financials;
* Oversees or participates in the compilation of data and prepares standard accounting reports, such as Pell and HOPE spreadsheets for revenue journal entries;
* Balances and reconciles accounting records, such as journals, ledgers, batch reports, bank statements, payroll documents, technical college specific reports or related documents;
* Maintains accounting file information;
* Prepares and submits expense (state, federal, bond) reimbursement requests to TCSG;
* Prepares invoices for submission to customers on a monthly or agreed upon basis;
* Assists in preparation of documents for audit purposes;
* Display a high-level of commitment and detail in performing tasks;
* Responds to requests for information/advice and solves clerical problems;
* Performs AP and/or AR functions in the absence of staff;
* Other duties as assigned.

**COMPETENCIES**:

* Knowledge of generally accepted accounting principles;
* Knowledge of student accounts management practices;
* Knowledge of budgeting procedures;
* Knowledge of relevant federal and state regulations;
* 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:**

Salary commensurate with education and work experience. Benefits include paid state holidays, paid annual and sick leave, and the State of Georgia Flexible Benefits Program.

**SPECIAL NOTES:**

1. It shall be a condition of employment to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation.

2. Federal Law requires ID and eligibility verification prior to employment.

3. All male U.S. citizens, and male aliens living in the U.S., who are ages 18 through 25, are required to register for the military draft and must present proof of Selective Service Registration upon employment.

4. Applicants who need special assistance may request assistance by phoning (770) 229-3454.

5. Applicants scheduled for interviews will be notified of the status of the position.

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, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.