



## **POSITION ANNOUNCEMENT**

### Accounting Technician – Asset Management/Bookstore

**CAMPUS:** Sandersville Campus

**STATUS:** Full-time Non-Exempt

**DUTIES:** Under general supervision, the Accounting Technician provides various professional accounting duties in support of financial accounting processes in the Business Office at Oconee Fall line Technical College. Review source documents and enter financial transactions for OFTC. Reconcile accounting records. Operate cashier functions. Receive, control and record cash/check/credit card receipts and process bank deposits. Controls the inventory and location of college assets; including taking a physical inventory of assets annually. Operates the bookstore on as needed basis. Provides information and assistance to callers and visitors. Performs routine clerical duties. 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.

**COMPENTENCIES:** 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:** Targeted salary is commensurate with education and experience not to exceed the budgeted amount of \$25,000 per year. 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](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, 478.553.2055

Title IX Coordinator - Janet Smith, 478.274.7836

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