

**POSITION:** Accounting Technician **STATUS:** Full-Time/Non-Exempt

**LOCATION**: Jesup

**JOB SUMMARY:** Under general supervision, processes revenue and accounts receivable information in PeopleSoft Financial System, maintains customer information, and provides support in other areas of Administrative Services.

**MAJOR DUTIES:**

* Prepares spreadsheets, reconciliations, and memos using Microsoft Excel and Word.
* Processes accounts receivable using PeopleSoft software
* Maintains customer information using PeopleSoft software
* Assists in processing student data in Banner Accounts Receivable
* Coordinates the monthly invoicing of the College to third parties for programs and services provided

by the College

* Assists other members of the Administrative Services division with various projects and activities such as providing support in The College Store
* Perform other clerical duties such as filing, answering telephones, organizing files, preparing purchase requests, and other duties as assigned by the Vice President of Administrative Services
* Displays a high level of effort and commitment to performing work; operates effectively within the organizational structure; demonstrates trustworthiness and responsible behavior
* Demonstrates eagerness to learn and assume responsibility; seeks out and accepts increased responsibility; displays a "can do" approach to work
* Shows persistence and seeks alternatives when obstacles arise; seeks alternative solutions; does things before being asked or forced to by events
* **MINIMUM QUALIFICATIONS**:  
  Minimum of three years of experience as an accounting technician or related position or diploma in accounting or related field from a technical college and two years of experience as an accounting technician or related position. Competencies to include oral and written communication skills; proficient in Microsoft Office programs; skills in interpersonal relations and dealing with the public.

**APPLICATION DEADLINE:**

Position open until filled. Initial screening/interviewing will begin as needed.

**APPLICATION PROCEDURE:**

Interested applicants should apply via [CPTC ONLINE JOB CENTER](https://apps.bluefinhr.com/JC_CoastalPines/JobListings/joblistings.aspx). The letter of interest and resume along with copies of transcripts and professional licenses must be uploaded to the Job Center. A criminal background check, reference checks and a driver’s motor history report will be conducted prior to employment. Official transcripts are required upon hire.

As set forth in the student catalog, Coastal Pines Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding CPTC nondiscrimination procedures:

|  |  |
| --- | --- |
| EEO/AA Coordinator  Emily Harris, HR Coordinator  1701 Carswell Avenue  Waycross, GA 31503  (912)287-4098  eharris@coastalpines.edu | EEO/AA Coordinator  Katrina Howard, HR Director  1777 W. Cherry Street  Jesup, GA 31545  (912) 427-5876  khoward@coastalpines.edu |