

Position Announcement

Accounting Technician

**Position:** Director of Accounting **Status:** Full Time/Exempt

**Location:** Jesup

**Responsibilities:**

1. Manages a variety of complex operational functions. Examples include purchasing, contract management, records management, asset management, fleet management, risk management, vending services, telecommunications, surplus property, and The College Store.

2. Develops, monitors, and maintains purchasing, asset management, fleet management, risk management, and other financial records of the Administrative Services division of the College.

3. Enters journal vouchers and budget amendments in PeopleSoft Financial system.

4. Audits travel of all College employees in Team Works Travel and Expense system/Concur.

5. Performs monthly reconciliations of Asset Management and Concur subsystems.

6. Distributes monthly budget/expenditure reports to appropriate Cabinet members.

7. Prepares annual financial reports to include: IPEDS Finance, Program Cost Survey, and GAAP Statements.

8. Prepares and analyzes operational statistics, reports, and other data.

9. Provides technical assistance to others on administrative issues.

10. Supervises the purchasing staff and staff of the College Store.

11. Reviews, monitors, and evaluates assigned administrative/operations areas.

12. Evaluates employees at scheduled intervals upon reviewing all relevant information.

13. Creates and maintains a high-performance environment characterized by positive leadership and a strong team orientation.

14. Displays a high level of effort and commitment to performing work; operates effectively within the organizational structure; demonstrates trustworthiness and responsible behavior.

15. Participates in required staff development activities.

16. Participates in special projects and other duties as assigned as directed by the Vice President for Administrative Services.

17. Performs other duties as assigned by the Vice President for Administrative Services.

**Competencies:**

1. Knowledge of accounting principles to include GAAP, Governmental Accounting Standards, and statutory regulations.

2. Skill in the operation of computers and job-related software programs.

3. Oral and written communication skills.

4. Skill in interpersonal relations and in dealing with the public.

5. Decision-making and problem-solving skills.

**Minimum Qualifications:**

Bachelor’s degree in accounting or business management \*or\* five (5) years of experience in a related field.

Note: Experience may substitute for the degree on a year-for-year basis

**Application Deadline:**

Position open until filled. The interview process will begin immediately.

**Salary/Benefits:**

Salary will be determined in accordance with guidelines established by the Technical College System of Georgia. Benefits include the State of Georgia Flexible Benefits Program, State of Georgia holidays, and annual/sick leave.

APPLICATION PROCESS:

Interested applicants should apply via [CPTC ONLINE JOB CENTER](https://apps.bluefinhr.com/JC_CoastalPines/JobListings/JobListings.aspx) by completing the online application form. The letter of interest and resume along with additional documentation specific to the position must be uploaded to the Job Center. Incomplete application packages cannot be considered for an interview and will not be forwarded to the hiring supervisor. A criminal background check and a driver’s motor history report will be conducted prior to employment.

**Equal Opportunity Statement**

Coastal Pines Technical College (CPTC) 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 coordinate the College’s implementation of non-discrimination policies: Katrina Howard, Title IX Coordinator, Jesup Campus, 1777 West Cherry Street, Jesup, Georgia, [khoward@coastalpines.edu](mailto:khoward@coastalpines.edu) 912.427.5876; Emily Harris, Title IX Coordinator, Waycross Campus, 1701 Carswell Avenue, Waycross, Georgia [eharris@coastalpines.edu](mailto:eharris@coastalpines.edu) 912.287.4098; [titleix@coastalpines.edu](mailto:titleix@coastalpines.edu) ADA/Section 504 ADA/Section 504 Coordinator, ada@coastalpines.edu ; All Campuses, 1777 West Cherry Street, Jesup, Georgia.