



POSITION ANNOUNCEMENT

Position **Accountant – Student Loans & College Assets**

Savannah Technical College is seeking an Accountant to oversee accounting functions in the areas of student loans and college assets. Duties include, but are not limited to: independently recording financial transactions, performing reconciliations, and preparing accounting reports. . Maintains accounting file information, processes complex receivables. May perform purchasing, enter budget amendments, and perform other duties as assigned. May supervise clerical staff.

Minimum Qualifications

- Bachelor's Degree in Accounting *OR* Associate degree in Accounting and at least two years of full-time, paid accounting work experience.

Preferred Qualifications

- Master's degree in Accounting, Business, or related field.
- Experience in governmental accounting, GAAP, loan management, and physical inventory reconciliation.
- Proficiency in the following computer programs/applications: PeopleSoft Financials, BANNER Student Database – specifically BANNER Accounts Receivable, Nebraska Bookstore System, and the Microsoft Office Suite.
- Experience working within the Technical College System of Georgia strongly preferred.

Physical Demands

Work is typically performed in an office environment with intermittent sitting, standing, and walking. The employee frequently lifts and carries lightweight objects. The ability to speak clearly is required. The ability to hear and understand at a normal conversational level is required. Full range of hand and finger motion is required for data entry purposes.

Salary/Benefits

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

Application Deadline

For best consideration, applications should be received by **September 30, 2011**. Position considered open until filled. Candidates must pass a criminal background check. Applicants must submit a completed Savannah Technical College Employment Application, a cover letter, and a resume (incomplete submissions will not be considered). Applications may be downloaded at: www.savannahtech.edu. Please submit the completed application, cover letter and resume to:

Savannah Technical College
Human Resources Department
5717 White Bluff Road
Savannah, GA 31405-5521

POSITION CONTINGENT UPON FUNDING AND ALLOCATION OF POSITION.

All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Savannah Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except those special circumstances permitted or mandated by law). For compliance activities, contact Melissa Banks, Title IX and Equity Coordinator, Room A110 or 912.443.3388. Send written compliance related correspondence to Savannah Technical College, Attn: Melissa Banks, 5717 White Bluff Road, Savannah, GA 31405.

STC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Candidates may be required to submit a valid Driver's License, proof of insurability, and/or a driver's history report for positions involving state travel.

Note: No phone inquiries please. 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.