POSITION ANNOUNCEMENT

Position

Accounts Receivable Technician

Savannah Technical College is seeking an Accounts Receivable Technician. The Accounts Receivable Technician is responsible for entering and reviewing financial transactions. Assist with accepting funds during registration sessions. The Accounting Technician must be able to work flexible hours as needed. This individual must have excellent communication skills to relate to students and third party financial aid providers.

Minimum Qualifications

One year of experience in responsible bookkeeping or accounting clerical experience in an accounting or bookkeeping office; which provided the necessary knowledge and skills (either formal or informal in nature) in generally accepted acceptable accounting procedures, or the completion of two standard courses in accounting/bookkeeping at an accredited technical college or business school.

Preferred Qualifications

(In addition to the minimum qualifications): An Associate Degree in Accounting. Working knowledge of BANNER and Microsoft Office Suite is preferred. Knowledge of the Technical College System of Georgia System policies and procedures is preferred. Excellent organizational and customer service skills to deal professionally with Savannah Technical College's employees, students, and vendors.

Physical Demands

Work is typically performed with the employee sitting at a desk. The employee must be able to lift up to 25 pounds. The ability to speak clearly is required. The ability to hear and understand at a normal conversational level is required. Full range 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 February 17th, 2010. 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 color, race, national origin, sex, disability, or any other legally protected status.

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.