



POSITION ANNOUNCEMENT

ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College remains dedicated to promoting the educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital and Engineering Technologies accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

ABOUT AUGUSTA, GEORGIA

Augusta, GA is a regional center for medicine, biotechnology, and cyber security. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Master's Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Gordon.

ABOUT THE POSITION

Job Title: Student Accounts Assistant

Job Code: 40842

Campus Location: Augusta Campus

Salary: 37,440.12 - 39,085.20; commensurate with education and work experience.

MINIMUM QUALIFICATIONS

Associate degree in accounting or related field or equivalent is required.

PREFERRED QUALIFICATIONS

A Bachelor's degree is preferred. Effective communication skills. At least three years' work experience in accounting or related field. Experience with Microsoft Excel and Word, Banner, and PeopleSoft is a plus.

JOB SUMMARY

The Student Accounts Assistant processes student payments, maintains financial records, balances cashier sessions, and prepares extensive billing for outside/ third-party agencies while performing general clerical duties. This role requires strong attention to detail, effective communication, and the ability to operate efficiently within the college's organizational structure.

COMPETENCIES

- Must possess effective communications skills.
- Skilled in operating basic office machinery
- Good oral and written communications skills
- Good decision making and problem-solving skills
- General knowledge of the college and its programs

A Unit of the Technical College System of Georgia

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- Ability to work well with other faculty and staff
- Customer Service skills
- Detail Oriented

MAJOR DUTIES

Under general supervision:

- Prepare detailed third-party billing.
- Accept student payments using the Banner Student system.
- Maintain accounts receivable files and records.
- Balance daily cashier sessions and ensure accuracy of receipts.
- Performs routine general clerical duties.
- Displays a high level of effort and commitment to performing work.
- Operates effectively within the organizational structure.
- Receives, screens, and directs telephone calls and distributes telephone messages.
- Keeps informed of college's organizational changes so calls can be routed promptly.
- Performs other duties as assigned by the Student Accounts Office Manager.

APPLICATION DEADLINE: The position will remain open until filled. All applications packets MUST be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter(easyhrweb.com)). As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. **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 Employment Opportunity Statement

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, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.