**POSITION ANNOUNCEMENT**

**POSITION: Director of Accounting (Campus TBD)**

**POSITION DESCRIPTION:** The Director of Accounting is responsible for the overall planning, directing and comprehensive management of the College’s accounts payable, accounts receivable, purchasing, assets, travel and Banner accounting.

**MAJOR DUTIES:**

**SUPERVISORY**

* Assign and train personnel on work assignments.
* Serves as the point of contact for DOAS and Georgia State Finance and Investment Commission
* Supervises subordinate personnel in areas involving financial and accounting operations, including accounts payable, accounts receivable, purchasing, assets, travel and Banner accounting.
* Defines and discusses performance goals and follows-up with written evaluations providing relevant feedback to encourage improvement and progress toward college and individual employee goals.
* Manages and maintains adequate accounting personnel at various campuses to meet college goals and objectives and to ensure proper internal control of all assets of the college
* Evaluates staff at scheduled intervals
* Agency Contract oversight.
* Stays abreast, informs and trains staff on accounting, and procurement policies, methods and procedures.
* Coordinates the purchasing process activity ensuring all college, state, federal, and other laws, policies, regulations are followed. Coordinates the accounts payable process activity ensuring all college, state, federal, and other laws, policies, and regulations are followed.

**FINANCIAL REPORTING**

* Reviews and analyzes financial records for accuracy.
* Compiles and submits various reports internally and externally.
* Maintains proper control and review for account balances to ensure the daily operation of the college.
* Addresses complex financial issues in relation to accounts payable, accounts receivable, purchasing, assets, travel and Banner Accounting.
* Comply with all state and federal regulations.
* Facilitates the complex task of recording Banner Student Account information into the TeamWorks system.

**ADMINISTRATIVE**

* Administers Purchasing workflow system by overseeing system operation internally.
* Assist with the Management and oversight of financial budget operations of the area.
* Oversees the P-Card program.
* Monitors the activities of personnel to ensure compliance with policy and procedures.
* Develops or assists in developing policy and procedures.
* Manages the accounting unit’s work to meet college goals and reporting requirements; assists staff in solving problems with assignments, policies and procedures.
* Participates in planning and implementing sound internal controls within the accounting department.
* Assists in audit/review as required by state, federal or other entities.
* Involvement in community.

**KNOWLEDGE REQUIRED:**

* Detailed knowledge of accounting and financial auditing principles.
* Detailed knowledge of the State of Georgia Purchasing rules and regulations as stipulated in the Georgia Annotated Code section 50-5, the Georgia Procurement Manual and TCSG and DOAS accounting and other related rules and procedures.
* Detailed knowledge of financial accounting software.
* Ability to develop and prepare detailed statically and/ or technical reports.
* Ability to compile research and analyze technical and financial data.
* Ability to work independently.
* Ability to use critical thinking to effectively solve problems
* Knowledge of governmental accounting procedures.
* Skill in the delegation of responsibility and authority.
* Skill in the operation of computers and job-related software programs.
* Skill in decision-making and problem solving.
* Skill in interpersonal relations and in dealing with the public.
* Skill in oral and written communication**.**

**MINIMUM QUALIFICATIONS**

* **Bachelor’s degree required in a course of study related to the occupational field.**
* **At least 3 years of experience.**
* **Possession of or ability to readily obtain a valid driver’s license issued by the State of Georgia for the type of vehicle or equipment operated.**

**PREFERRED QUALIFICATIONS**

* **Master’s Degree in a related field.**

**SALARY/BENEFITS:** $77,644.30 annually. Benefits include paid holidays, annual leave, and the State of Georgia Flexible Benefits Program. Please be aware that Chattahoochee Tech employees will be paid by direct deposit, unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**TELEWORK:** At the supervisor’s discretion, this position may be permitted to telework a least two days of a forty-hour work week.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Quick Links” then “Jobs & Careers.” For a complete file, fill out an online application, upload cover letter, resume and include three professional references’ contact information on application. Before a candidate is hired, a pre-employment criminal background investigation, motor vehicle records check and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation.

**RESPONSE DEADLINE:** Open until filled. Screening will begin immediately.

**ANTICIPATED EMPLOYMENT DATE: March 2025**

**EMPLOYMENT POLICY:** Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling [(404) 679-4500](tel:(404)%20679-4500), or by using information available on SACSCOC’s website ([www.sacscoc.org](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7Csarah.cosby%40chattahoocheetech.edu%7C76f352afebe0445368de08d8eefff055%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522130299947630%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=wIuCegd7GHx7DFCY9IsMWfqoNY4jplmkGFCY7aKSvWY%3D&reserved=0)).

As set forth in its student catalog, Chattahoochee 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 person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa “Nickkie” Warrington, Marietta Campus, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or [SDWarrington@ChattahoocheeTech.edu](mailto:SDWarrington@ChattahoocheeTech.edu), and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or [Caitlin.Barton@chattahoocheetech.edu](mailto:Caitlin.Barton@chattahoocheetech.edu).

***A Unit of the Technical College System of Georgia***