

Accounting Analyst

POSITION VACANCY

HUMAN RESOURCES
DEPARTMENT
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“Guilford Technical Community College is a Learning Centered College. Learning Centered Colleges focus their decisions, processes, and resources toward enhancing student learning first. Please join our team at GTCC as we transform our future.”

Posting Date: November 12, 2009

Location: May be assigned to any GTCC campus as need dictates.

Appointment Period: Contracts for regular positions are renewable each June 30th after successful completion of probationary period.

Contact Information: Human Resources

Summary: F/T position performs highly complex professional accounting tasks related to the business office functions to ensure accuracy and compliance with all applicable regulations and laws. Reconciles accounts receivable ledgers to general ledger; coordinates collection activity. Conducts internal audits; coordinates analysis and reconciliation of all bank accounts. Coordinates reporting to external agencies and prepares reports used to compile college financial, coordinates preparation of reports pertaining to student payments.

Qualifications:

Bachelor's degree in accounting, business or related field required.

Three years of progressively responsible professional experience in accounting and financial operations that included at least one year of experience analyzing the impact of legislation or regulations and establishing and implementing operational compliance procedures; or a combination of training, education, and experience that is equivalent to the employment standards listed above and that provides the required knowledge and abilities.

Desirable Qualification: Possession of a certificate as a Certified Public Accountant, governmental accounting experience, and experience working on the development and implementation of financial accounting systems is highly desirable. When recruiting we may use criteria for ranking that focus on the area of assignment for which we are recruiting.

Acceptable credit and background check required.

Travel to remote campuses as needed.

Proficient use of Datatel, various network applications; Excel, Word, Email, Communications Management, Monarch, and the use of windows-based programs.

Ability to evaluate existing procedures and processes affecting assigned area of responsibility, and recommend revisions.

Skilled in maintaining records of financial transactions and reports.

Ability to work independently with limited direct supervision.

Possess strong communication skills and analytical and problem-solving abilities.

Overtime, evening and weekend hours are required during all registration periods, and when necessary to meet deadlines.

Ability to maintain effectiveness under pressure.

Application Deadline: Open until filled.

How to Apply: A GTCC application must be submitted in order to be considered. Resumes will not be accepted in lieu of completing an application form. When applying for a position that requires a degree, copies of unofficial transcripts must be attached to a completed application. *If your education credentials are from a country outside of the United States & if you are extended an offer of employment you will be required to submit a translation/evaluation of your transcript.

Application for Evaluation is available at [International Education Evaluations, Inc.](#)

ALL EMPLOYEES PAID BY DIRECT DEPOSIT ONLY!

As an Equal Opportunity Employer, GTCC is strongly committed to diversity & welcomes applications from all qualified candidates, particularly minorities and faculty under-represented in higher education. EOE