

Audit Technician I (Part-time, temporary)

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: October 16, 2009 (revised 10.21.09)

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

Appointment Period: Part-time, temporary, 20 hours per week

Contact Information: Human Resources

Summary: The audit technician is a part-time, temporary position of 20 hours per week in the FTE Auditing Office. Duties include (but are not limited to) auditing curriculum and extension attendance data for accuracy. Assisting in maintaining and producing numerous reports. This person also assists in preparing and reporting the FTE reports for curriculum and extension classes. The person in this position must have an eye for detail and excellent organizational skills. Accurate filing and retrieval of records is a must. Must be able to accurately comprehend and enforce rules governed by the North Carolina Administrative Codes, General Statutes, and the colleges Internal Audit Plan as described in the management manual.

Qualifications: Associate Degree or two years administrative assistant experience preferred. Past work history in an educational setting is preferred. Familiarity with auditing, registration, and accountability functions helpful. Must have excellent computer skills and be proficient in Microsoft Word, Excel and PowerPoint. Knowledge of 10 key calculators. Must be detail oriented. Must be able to plan, prioritize and organize work assignments. Must be able to tactfully and effectively communicate with administrators, faculty & staff. Must show initiative and work with limited supervision. Must have good written and verbal communication skills. Must be able to enter data accurately.

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.

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