



**POSITION:** Accountant

**LOCATION:** Vidalia Campus

**POSITION DESCRIPTION:** This full-time position is responsible for performing professional accounting duties associated with data entry and preparing financial reports. Other duties include performing asset management, balancing and reconciling accounting records, and managing accounts receivable.

**MINIMUM QUALIFICATIONS:**

- An Associate degree in Accounting or a closely related field
- At least 2 years of accounting work experience

**SALARY/BENEFITS:** Salary is to be commensurate with education and work experience. Benefits include paid state holidays, annual and sick leave, and the State of Georgia Flexible Benefits package.

**APPLICATION DEADLINE:** Applications must be submitted by February 22, 2018.

**APPLICATION PROCEDURES:** All application packets MUST be completed via the [Online Job Center](#). As part of the application process, interested candidates will also be required to upload other documents such as a resume and transcripts (see job center listing for more details). For more information regarding this position or application instructions, please contact the Human Resources Office at 912-538-3147 or [bwilcox@southeasterntech.edu](mailto:bwilcox@southeasterntech.edu).

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*Blythe Wilcox, Title IX Coordinator, Room 138B, 912-538-3147*

*Helen Thomas, Section 504 Coordinator, Room 108, 912-538-3126*