



**POSITION:** Payroll Technician

**LOCATION:** Swainsboro Campus

**POSITION DESCRIPTION:** This full-time position is responsible for reviewing and entering payroll and leave data into accounting system.

**MINIMUM QUALIFICATIONS:**

- A diploma or degree in a business related field OR at least three years of work related experience is required.

**SALARY/BENEFITS:** Salary is to be commensurate with education and work experience.

**APPLICATION DEADLINE:** Applications must be submitted by February 16, 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).

*As set forth in its student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).*

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

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