



## POSITION ANNOUNCEMENT *Accountant II*

Atlanta Metropolitan College, a two-year degree-granting institution of the University System of Georgia, is accepting applications for a full-time **Accountant II**. Atlanta Metropolitan College currently serves over 2100 commuting students on a beautifully landscaped campus located 10 minutes south of downtown Atlanta and 15 minutes north of Hartsfield-Jackson International Airport.

### **THE POSITION**

This is an exempt position which reports to the Associate Vice President for Fiscal Affairs / Comptroller. This position will be responsible for performing accounting functions in conformance with generally accepted accounting principles, reconciliation of the general ledger, compilation of financial data and the preparation of comprehensive reports. Occasional travel to meetings is required. Reconciles assigned sub-ledger accounts to the general ledger; reconciles of operating, payroll and petty cash accounts; reviews daily cashiering reports; prepares monthly journal entries; compiles financial information and assists in the preparation of daily, monthly and annual reports; supports sponsored/grant processing, reconciliation and billing; reviews and posts entries to the capital asset ledger; performs other duties as assigned.

### **QUALIFICATIONS**

A bachelor's degree in accounting, finance or a related field from an accredited four-year college or university. Candidate must have two years of progressively responsible accounting or bookkeeping experience, preferably for an educational or governmental entity. A high degree of professionalism and integrity; proven ability to work cooperatively and effectively with others; strong oral and written communication skills; ability to establish and maintain accurate records; proficient in the use of Microsoft Office applications; proficiency in the use of PeopleSoft Financial application is a plus. Candidate must clear a criminal background/credit check.

### **SALARY AND BENEFITS**

The salary is commensurate with qualifications and experience within the budgetary parameters of the college and of the University System of Georgia. The University System offers an excellent benefits package, including annual and sick leave accruals, paid holidays, life and health insurance, and retirement plans.

### **APPLICATIONS**

Review of the complete application packets will begin immediately and continue until the position is filled. Interested persons should submit, (1) a letter of interest; (2) a detailed resume; (3) the names, addresses, and telephone numbers of three professional references; (4) copies of **all** college transcripts (***candidates selected for an interview will be required to provide official copies of all college transcripts***). A criminal background check and a credit check are required for this position. **Incomplete application packets, emails and faxed copies are not accepted.** For additional information about the position visit our website at [www.atlm.edu](http://www.atlm.edu). All materials should be sent to:

**Regina Ray Simmons  
The Office of Human Resources  
Atlanta Metropolitan College  
1630 Metropolitan Parkway, SW  
Atlanta, GA 30310**