

Fayetteville Technical Community College
EMPLOYMENT OPPORTUNITY

Position Vacancy:

Accountant I (Workforce Development), Job #11-89

Duties:

Perform professional and administrative work in performing the financial activities of the Workforce Development Center. Prepare and enter data into the financial management system regarding budget, expenditures, payroll, and related fiscal activities. Complete and adjust journal entries, verify financial information, and prepare a variety of financial reports and records.

Qualifications:

Minimum Requirement: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: **Experience:** Two years of accounting and auditing experience, budget preparation, preparing and processing financial transactions, and payroll. Use of spreadsheet and word processing software. **Training:** Bachelor's degree from an accredited college or university with a major in Accounting, or related program of study. Extensive experience directly related to the position duties, well documented in the application packet, may be considered in lieu of the degree requirement.

Salary:

Based on college salary scale, plus an excellent benefit package.

Closing date:

February 20, 2012. A completed FTCC application, with copies of college transcripts, must be received in the Human Resources Office by 4:00 p.m. on this date to be considered. **A resume will not be considered in lieu of an FTCC application.**

Posting date:

February 1, 2012

RETURN COMPLETED APPLICATION TO:
HUMAN RESOURCES OFFICE
FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
PO BOX 35236, FAYETTEVILLE, NC 28303
Phone: (910) 678-8378 Fax: (910) 678-0029
Internet: <http://www.faytechcc.edu>
FTCC is a Career Readiness Certificate Preferred Employer
AN EQUAL OPPORTUNITY EMPLOYER