



CENTRAL CAROLINA
TECHNICAL COLLEGE

506 North Guignard Drive | Sumter, SC 29150-2468 | 803.778.1961 | www.cctech.edu

NOTICE OF VACANCY

POSITION: Fiscal Technician II (101955).

CLASS / SLOT: AD03 / 0007.

DESCRIPTION: Under general supervision from the Director of Accounting, reviews and verifies all cashier's daily reports by correcting errors promptly, following up on cash over/short promptly, and monitoring and correcting student accounts for errors; makes any necessary adjustments to Banner; prepares and posts daily cash from cashiers daily reports into Banner system and runs applicable reports, processes journal entries daily, reconciles A/R accounts weekly, and prepares various monthly accounting analyses as requested; maintains accurate records and periodically reviews student accounts for Deferred Payment Plan by processing monthly and monitoring them; analyzes and processes applicable fees and student account holds accordingly; provides support documentation for submission of old accounts to a collection company; serves on committees as appointed; scans and indexes accounts receivable files; and performs any related duties.

QUALIFICATIONS: Associate degree with accounting related courses and two (2) years of accounting or bookkeeping experience; or High School diploma and four (4) years of accounting or bookkeeping experience.

PREFERRED:

SALARY: \$27,000 - \$29,000.

POSTING DATE: March 14, 2017.

CLOSING DATE: Open until filled.

ANTICIPATED START DATE: April 4, 2017.

Apply online at <http://www.jobs.sc.gov> or visit www.cctech.edu. You can also apply in person between 8am-4pm, Mon-Fri at the Human Resources Office, Central Carolina Technical College, 506 N. Guignard Drive, Sumter, SC 29150 or fax a SC State application to 803-778-7878. NOTE: Do not call to confirm receipt of your application unless you have not received acknowledgement after one week. CCTC is an EOE/AA employer.