



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	MG1: ACCOUNTANT/FINANCIAL
POSITION NUMBER:	00052682
LOCATION:	ADMINISTRATION DIVISION, BUDGET AND PROCUREMENT OFFICE, ATLANTA
POSTING DATE:	MAY 8, 2014
APPLICATION DEADLINE:	MAY 15, 2014
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	19
ENTRY SALARY:	\$4,347.71/MONTH

DESCRIPTION OF DUTIES: Directs the accounting and financial operations of a unit or department. Recommends and implements accounting policies and procedures. Directs subordinate managers and staff.

MINIMUM QUALIFICATIONS: Completion of a bachelor's degree in business administration, accounting, finance, or a closely related field **AND** Four years of professional level experience in accounting and/or a closely related fiscal activity, two of which must have been in a supervisory, administrative or lead worker role

OR

One year of experience at the lower level or at an equivalent position

Technical Competencies:

1. Knowledge of the maintenance of accounting and financial records
2. Ability to supervise in the preparation of financial documents in the implementation of procedures
3. Ability to analyze administrative and technical problems and formulate improvements or solutions
4. Knowledge of generally accepted accounting principles and practices
5. Knowledge of the principles, practices, methods and techniques of governmental accounting
6. Knowledge of database principles and/or computerized accounting applications

PREFERRED QUALIFICATIONS: Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:

- Knowledge and experience with PeopleSoft and State Purchasing rules and procedures;
- Working knowledge of Windows computer operating system and applications.

HOW TO APPLY: (WE ACCEPT APPLICATIONS AND/OR RESUMES BY EITHER TRANSMISSION LISTED BELOW.)

- Mail a completed State of Georgia application and/or resume to Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334;
- Fax a completed State of Georgia application and/or resume to Daphne Hanna at (404) 463-8196;
- E-mail a completed State of Georgia application and/or resume to GDAPersonnel@agr.georgia.gov.

PLEASE REFERENCE THE JOB TITLE AND POSITION NUMBER WHEN APPLYING.

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED, BUT MAY NOT NECESSARILY RECEIVE AN INTERVIEW.

NO NOTIFICATION WILL BE SENT TO APPLICANTS EXCEPT THOSE WHO ARE SELECTED FOR INTERVIEWS.

AN EQUAL OPPORTUNITY EMPLOYER
IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW,
PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.