



# GEORGIA DEPARTMENT OF AGRICULTURE JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

<b>JOB TITLE:</b>	TS: Financial Ops Gen (AL)
<b>POSITION NUMBER:</b>	00052709
<b>LOCATION:</b>	BUDGET/FINANCE
<b>POSTING DATE:</b>	SEPTEMBER 25, 2014
<b>APPLICATION DEADLINE:</b>	OCTOBER 2, 2014
<b>WHO MAY APPLY:</b>	ALL QUALIFIED APPLICANTS
<b>PAY GRADE:</b>	12
<b>ENTRY SALARY:</b>	\$2,222.68/MONTH OR SALARY WILL COMMENSURATE WITH EXPERIENCE AND EDUCATION

**DESCRIPTION OF DUTIES:** Performs paraprofessional accounting and fiscal control functions, such as accounts payable and receivable, payroll preparation, budget monitoring or related processes. Provides customer service and technical program support for accounting office or related financial function. Acts as lead worker.

## Technical Competencies:

1. Skill in basic accounting
2. Ability to verify calculations and other information
3. Skill in reviewing claims for processing
4. Ability to record expenditures in databases and log books
5. Ability to query and balance budgets with monthly reports
6. Ability to prepare reports for vendors

## MINIMUM QUALIFICATIONS:

Associate's degree in a business curriculum or related field **AND** Two years of experience performing accounting and/or fiscal control functions

OR

Bachelor's degree in a business curriculum or related field

OR

Four years of experience performing accounting and/or fiscal control functions

OR

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

**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:

Working knowledge of Microsoft Office programs in a Windows-based environment

- Excel

## **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 (404) 463-8196;
- E-mail a completed State of Georgia application and/or resume to [GDAPersonel@agr.georgia.gov](mailto:GDAPersonel@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.**