



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	MG1: Accounting (Working Title: Director of Accounting)
POSITION NUMBER:	00052682
LOCATION:	FINANCE, ATLANTA OFFICE
POSTING DATE:	JUNE 25, 2015
APPLICATION DEADLINE:	OPEN UNTIL FILLED
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	19
ENTRY SALARY:	COMMENSURATE WITH EDUCATION AND EXPERIENCE

DESCRIPTION OF DUTIES:

1. Analyzes financial statistics and other accounting data.
 - Appropriately applies comprehensive knowledge of accounting theory, practices, principles and terminology to managing the accounting program.
 - Establishes and appropriately prioritizes goals and objectives for the accounting function within the constraints of budget, staffing and workload.
 - Monitors progress and productivity of assigned staff ensuring proper procedure and documentation.
 - Assists, advises, and guides staff in resolving audit, accounting, and systems problems encountered in work assignments.
 - Designs and implements effective audit and fiscal management procedures to ensure that sound fiscal principles are followed.
 - Properly evaluates and effectively implements electronic data processing systems and software applications for the accounting function.

2. Coordinates auditing operations with departmental accounting, budgetary, administrative support, and programmatic function to support the department's mission.
 - Determines the funding assistance program for sub-grant contracts, programs multiple fund sources, and assigns accounting project numbers in according to established procedures and in a timely manner.
 - Prepares federal funds reimbursement requests to the federal agencies, following established government guidelines.
 - Reviews closely and carefully reports of federal financial assistance funds expended prior to submission to the federal agencies.
 - Reviews close out documents closely and carefully close prior to submission to federal agencies, to ensure accuracy.

3. Develops and directs a comprehensive accounting program which integrates Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards, Generally Accepted Governmental Auditing Standards (GAGAS), statutory accounting requirements, and departmental fiscal policies and procedures.
 - Reviews closely and carefully information contained in all ledger systems.
 - Reviews closely and carefully financial and accounting status reports on contracts and grant management activities
 - Correctly analyzes accounting data and transactions for application of appropriate theory and judgment and conformity with specified principles, measurement focus, policies, and regulations.
 - Determines appropriate corrective action to take when faced with discrepancies.
 - Prepares or directs the preparation of accurate and timely reports of accounting and financial activity.
 - Directs accounting for receipt of funds from all sources. Supervises or performs the receipt and posting of all monies to proper accounts.
 - Directs and approves expenditures against approved accounts. Supervises or performs the payment of all properly documented bills.

4. Directs operational analyses of accounting systems, subsystems and/or procedures.
 - Prepares all necessary zero base budget documents for the Office according to established procedures and submits them at required times.
 - Manages budget for expenditure totals, projects remaining balances at fiscal year-end and makes recommendations for obligation of projected balance of funds.

- Alerts supervisor in a timely manner to situations where the potential for substantial cost overruns exists. Notifies Budget Office of year-end amendments to the budget necessary to offset cost overruns.
- Makes optimal use of resources to maximize value of services provided.
- Correctly applies theoretical principles and uses sound judgement in analyzing accounting and fiscal situations not covered by specific regulations or precedents.
- Correctly conceptualizes the impact of conditions and/or proposed actions on the accounting function and/or the fiscal position of the agency.
- Regularly apprises agency administrators of changes or conditions in the accounting function.
- Reviews or directs the review of programmatic operations of the facility; makes recommendations for improving efficiency, particularly in the area of maximizing third-party reimbursement.

5. Interviews, hires, directs, trains, evaluates the performance of, and when necessary, disciplines and discharges accounting/financial employees.

- Maintains cooperative working relationships with management of departments and divisions.
- Regularly uses appropriate methods to accomplish effective oral and written interdepartmental communication.
- Presents complex accounting data in an effective and understandable form to persons with varying knowledge of the field.
- May direct administrative activities for accounting/financial employees.
- Fulfills assignments, such as gathering data, writing reports, and making presentations in a competent and timely manner.
- Provides appropriate and effective technical assistance to others on accounting issues.
- Plans and directs in-depth financial audits and investigations
- Establishes unit goals and objectives consistent with the organization's mission.
- Communicates organization's goals and objectives to staff.
- Assigns and prioritizes work in keeping with employee skill levels, workloads and completion timeframes.
- Monitors progress and productivity of assigned staff.
- Assists staff in resolving problems encountered in work assignments and provides professional guidance and assistance in the solution of complex accounting and financial problems.
- Maintains knowledge of current trends and developments in the field and applies pertinent new knowledge to performance of other job responsibilities.

MINIMUM QUALIFICATIONS:

Completion of a bachelor's degree in business administration, accounting, finance, or a closely related field AND four (4) 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.

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:*

- Experience working for a state agency.
- Experience using PeopleSoft.
- Experience supervising the preparation of financial documents and the implementation of procedures.
- Knowledge of the maintenance of accounting and financial records.
- Ability to analyze administrative and technical problems and formulate improvements or solutions.
- Knowledge of generally accepted accounting principles and practices.
- Knowledge of the principles, practices, methods and techniques of governmental accounting.
- Working knowledge of Windows computer operating system and applications.

HOW TO APPLY: (WE ACCEPT STATE APPLICATIONS BY EITHER TRANSMISSION LISTED BELOW. RESUMES MAY BE SUBMITTED IN ADDITION TO THE STATE APPLICATION.)

- Mail a completed State of Georgia application to Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334; or
- Fax a completed State of Georgia application to (404) 463-8196; or
- Team Georgia Careers <http://team.georgia.gov/careers/>; or
- E-mail a completed State of Georgia application to GDAPersonnel@agr.georgia.gov.

Please reference the job title and position number when submitting paper applications. Applications received without a job title or position number will be considered unsolicited and will not be reviewed. For a copy of the State Application, please visit http://team.georgia.gov/wp-content/uploads/2014/11/State_Application-Standard-3.3.15.pdf or contact the Georgia Department of Administrative Services, Human Resource Administration at (404) 656-2705.

The GDA is an Equal Opportunity Employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law. 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.

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