



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	PS: ACCOUNTANT (EL)
POSITION NUMBER:	00052659
LOCATION:	FINANCE OFFICE, ATLANTA
POSTING DATE:	MARCH 26, 2015
APPLICATION DEADLINE:	APRIL 2, 2015
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	12
ENTRY SALARY:	\$2,449.96/MONTH

DESCRIPTION OF DUTIES: This is the entry/training level of the Accounting job series. Incumbents at this level may require additional training or experience to gain full proficiency in some or all of the following job responsibilities:

A. Analyzes financial information and prepares financial reports to document or maintain records of assets, liabilities, profit and loss, or other financial activities within an agency.

1. Knowledge of general accounting principles and standards.
2. Evaluates, audits, and maintains accounts and transaction processing to ensure compliance.
3. Ability to query, analyze, and present information extracted.
4. Knowledge of job-relevant policies and procedures at the state and federal levels.

B. Records financial transactions, and reconciles and prepares accounting records.

1. Ability to read and interpret financial reports.
2. Skill in job relevant database software.
3. Ability to produce spreadsheets and financial reports.
4. Skill in using PeopleSoft Queries, Reports, and bank statements to monitor budget and financial records.

C. Analyzes and assesses the effectiveness of existing programs and prepares related documentation.

1. Treats clientele with respect, courtesy, and tact; listens to customers and interacts with customers on a personal level while maintaining business relationship.
2. Communicates with customers and obtains all required information necessary to determine and address their specific needs; if service cannot be provided, tactfully explains reason.
3. Provides clear, accurate information; explains procedures or materials or provides supplemental information; and anticipates problems and questions.

MINIMUM QUALIFICATIONS: Completion of a Bachelor's degree in accounting from an accredited college or university

OR

Completion of a Bachelor's degree in a business curriculum which included completion of introductory and intermediate accounting sequence.

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 Windows computer operating system and applications.
- Working knowledge of Accounts Receivable or Revenue Collections

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 GDAPersonnel@agr.georgia.gov.

PLEASE REFERENCE THE JOB TITLE AND POSITION NUMBER WHEN APPLYING. Applications/Resumes received without a job title or position number will be considered unsolicited applications and will not be reviewed. This position is subject to close at any time once a satisfactory applicant has been identified.

**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.**

**THE GEORGIA DEPARTMENT OF AGRICULTURE IS
AN EQUAL OPPORTUNITY EMPLOYER**

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