



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	Financial Ops Generalist 2 (FIT021)
POSITION NUMBER:	00052701
LOCATION:	FINANCE
POSTING DATE:	DECEMBER 14, 2016
APPLICATION DEADLINE:	DECEMBER 21, 2016
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	H
SALARY RANGE:	\$27,248.75 - \$47,685.32 Commensurate with education & experience

We at the Georgia Department of Agriculture (GDA) take our responsibilities to you very seriously and are committed to protecting and promoting Georgia's agriculture through superior service and leadership. The mission of the GDA is to protect consumers, promote agriculture, both locally and globally, and assist our customers using education, technology and a professional workforce. The vision of the GDA is to continue to be a globally recognized leader in agricultural excellence through a commitment to safety, quality, growth and innovation.

DESCRIPTION OF DUTIES:

The Finance Division of the GDA manages and controls all financial functions of all divisions within the department in accordance with generally accepted principles of government accounting and various Georgia rules and regulations. The Finance Department is comprised of three main areas: Accounting, Procurement and Budget. The Fiscal unit of the Department of Agriculture seeks an Accounts Specialist who will perform paraprofessional accounting duties in the areas of accounts payable according to GDA established policies and standards and Generally Accepted Accounting Principles (GAAP). This position will have the following duties and responsibilities:

- Records financial transactions, analyzes and reconciles accounting records and may prepare standard accounting reports Processes vendor payments, employee reimbursements, and other Accounts Payable transactions;
- Analyzes and reconciles accounting data and transactions; initiates contact with outside agents, institutions, or with other GDA units, to develop and implement a solution to accounting discrepancies;
- Promptly and immediately processes daily work tasks according to special financial and accounting practices defined and established for the assigned sub-system;
- Balances and reconciles accounting records, such as: GDA monthly travel and travel advance reports, batch reports, invoices, payroll documents, agency-generated reports or related records. Determines sources of errors by researching accounting records. Records and/or directs correction of entries;
- Maintains accounting file information. Maintains complete, accurate and readily accessible files that conform to applicable policies, procedures, guidelines and standards;
- Follows guidelines for providing information to others and auditors when necessary;
- Maintains confidentiality of records, files and other documentation;
- Serves as back-up for payroll processing;
- Assists with travel transactions for the agency;

- Other duties as assigned.

Required Knowledge, Skills and Abilities:

- Proficient using Microsoft office to include Word, Excel, and Outlook;
- Knowledge of business operations (Accounts Payable);
- Knowledge of accounting theory;
- Ability to retrieve information from the accounting system and identify and investigate discrepancies;
- Strong oral and written communication and presentation skills;
- Strong interpersonal skills;
- Excellent customer service skills; and
- Excellent analytical skills.

MINIMUM QUALIFICATIONS:

Associate's degree in a business curriculum or related field from an accredited college or university and one (1) year of experience performing accounting and/or fiscal control functions; or high school diploma or GED and three (3) years of experience performing accounting and/or fiscal control functions.

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

**PLEASE CLEARLY INDICATE YOUR QUALIFICATIONS ON YOUR RESUME.*

- At least two (2) years of experience with PeopleSoft Financials;
- Skills using PeopleSoft Queries and reports to monitor financial records;
- Government accounting experience;
- Completion of a bachelor's degree in accounting or related field from an accredited college or university and two (2) years of experience in an accounting/financial environment; and
- Four (4) or more years of experience working in Accounts Payable (AP) and general accounting environment.

NOTE: THE GEORGIA DEPARTMENT OF AGRICULTURE CONDUCTS BACKGROUND CHECKS ON ALL FINAL CANDIDATES. HIRING OF APPLICANTS IS CONTINGENT UPON SATISFACTORY RESULTS OF EMPLOYMENT VERIFICATION, BACKGROUND AND CRIMINAL RECORDS INVESTIGATIONS AND MOTOR VEHICLE REPORTS.

HOW TO APPLY: WE ACCEPT STATE APPLICATIONS BY ANY 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;
- Fax a completed State of Georgia application to (404) 463-8196;
- Via 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. Due to the large volume of submissions received by this office, information concerning application and/or interview status cannot be provided. Selected applicants will be contacted for next steps in the interview process. Applicants who are not selected will not receive notification. This position is subject to close at any time once a satisfactory applicant pool has been identified.

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