



Georgia Public Safety Training Center

Administrative Services Division

Location of Vacancy: Forsyth, Georgia

January 27, 2012

Job Announcement # 12-0103

Application Deadline: Until Filled February 10, 2012

This announcement is subject to close at any time once a satisfactory applicant pool has been identified.

Job Title: Accountant
(Full-time position)

Unclassified Position: (not covered by State Personnel Board Rules) and therefore employment is at-will.

Salary Range: \$38,000-\$42,000 annually

Actual salary commensurate with education/experience and fund availability.

Benefits Included: In addition to the salary, a generous benefits package which includes employee retirement plan; deferred compensation; 12 paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment, health and dependent care spending accounts are offered.

Duties & Responsibilities: Under general supervision, performs accounting duties of recording financial transactions; analyzing and reconciling accounting data and transactions; preparing reports; reviewing and approving coding in line with budgets in the TEAM GA Marketplace; preparing Journal Voucher entries for PeopleSoft; reconciling Personal Services; examining budget estimates for completeness, accuracy and conformance with procedures and regulations; and preparing budget amendments. This position requires application of Generally Accepted Accounting Principles (GAAP).

Minimum Requirements: Completion of a bachelor's degree in accounting, finance or a related field and two years of professional accounting experience. Budget or financial analysis experience desired.

Preferred Qualifications: Preference may be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- Experience in state governmental accounting
- Experience in state governmental budgeting
- Demonstrated ability to gather and analyze data from multiple sources
- Participation in the State Financial Management Certificate Program
- Experience utilizing PeopleSoft Financial modules
- Strong computer skills including proficiency in Microsoft Office Suite (Excel, Word, Access)

Other Remarks: This announcement is open to anyone meeting the minimum qualifications.

Selected candidate subject to criminal records background and drug screening clearance.

To Apply: Submit a completed application to the GPSTC Personnel Office; 1000 Indian Springs Drive; Forsyth, Georgia 31029, no later than 5:00 p.m. of the deadline date. A separate application for each position being applied for is required. Job title and announcement number **MUST** be listed on the application. Applications should be filled out carefully, completely and must be signed. Incomplete applications can result in applicant not being considered for the vacancy. All qualified applicants will be considered but may not necessarily receive an interview. Initial screening is by application review only. Only those applicants selected for interview will be contacted for interview appointment.

Additional job information on above position may be obtained by contacting the GPSTC Personnel Office at 478-993-4411. If you have a disability and need assistance or accommodation to participate, please notify the Personnel Office.

Link to job application: <http://www.spa.ga.gov/jobApplicants/stateapp.asp>

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