



GA Public Safety Training Center

1000 Indian Springs Drive; Forsyth, Georgia 31029

Job Vacancy Announcement # 18-11065

Open to All Qualified Applicants

Open Only to Current GPSTC Employees

POSTED: 11/26/2018

DEADLINE: 12/07/2018

JOB TITLE: **Finance Clerk 3**

Full-Time Part-Time

Salary: \$1,750.00 / month (\$21,000 / annualized)

Description of Duties & Responsibilities: Under general supervision, provides clerical support and financial processing for the Fiscal Services Division. Prepares and analyzes data for reports, establishes or updates accounts, prepares billing and financial reports and performs financial transactions and related bookkeeping functions.

Minimum Qualifications: High school diploma or GED AND Two years of related experience maintaining billing records, claims statements, and/or reports.

Minimum Qualifications: Preference may be given to those applicants who, in addition to meeting the minimum training & experience requirements, possess one or more of the following:

- Proficiency with computer usage (word processing, spreadsheet, and/or database programs).
- Strong oral and written communication skills.
- On-the-job work experience requiring the regular use of Microsoft Word, Excel, PowerPoint, and/or Google Apps.
- Demonstrated ability to independently and successfully organize, prioritize, and timely complete a variety of tasks in a busy office environment.
- Demonstrated ability to acquire and apply knowledge of state purchasing, inventories, audit, and contract procedures.
- Familiarity with PeopleSoft Financials.
- Associates Degree in a business curriculum from an accredited college or university or completion of related college coursework.

Other Remarks: Selected candidate subject to criminal records background and drug screening clearance. Interview process may include a practical exercise to identify strengths/weakness of typing skills.

To Apply: Submit required application and supplemental documents to Human Resources – GPSTC; 1000 Indian Springs Drive; Forsyth, Georgia 31029, or email application packet to employment@gpstc.org OR fax to (478) 993-4229 no later than 5:00 p.m. of the deadline date. Contact (478) 993-4411 with any questions.

Application Requirements:

- State of Georgia Application for Employment (completed & signed)
- Resume (Optional to those providing sufficient detail in application to describe duties performed in current/past employment.)
- Copy of degree from accredited college/university.

Initial screening: Submitted application & documents will be reviewed to determine those applicants selected for interview appointment.

Link to Job Application: www.gpstc.org/careers

GPSTC is an Equal Opportunity Employer.