



GA Public Safety Training Center

1000 Indian Springs Drive; Forsyth, Georgia 31029

Job Vacancy Announcement # 26-05054

Open to All Qualified Applicants

Open Only to Current GPSTC Employees

POSTED: 05/05/2026 DEADLINE: 05/29/2026 (The application period may close earlier if a satisfactory applicant pool is reached before the posted deadline.)

JOB TITLE: **Accounting Technician Spv (Accounts Payable / Fiscal Services)** Full-Time Part-Time

Annual Salary Range: \$43,000.00 - \$49,129.00

***Salary/Benefits:** Salary is commensurate with education and work experience. Benefits include paid state holidays, annual and sick leave accruals, retirement plan, and the State of Georgia Flexible Benefits package.

Description of Duties & Responsibilities: Under general supervision, performs paraprofessional accounting and fiscal control functions for accounts payable; collects data and verifies accuracy of information; tracks account activity, and resolves inquiries; prepares reports; etc. Serves as supervisor for Accounts Payable team.

Physical Demands: Work is typically performed in an office environment with intermittent sitting, standing, and walking. The employee frequently bends, reaches, lifts and carries lightweight objects up to 25 pounds. The ability to speak clearly is required. Full range of hand and finger motion is required for data entry purposes.

Minimum Qualifications: High school diploma or GED AND Four years progressive work experience in an accounting, purchasing, or legal environment providing support in Accounts Receivable, Accounts Payable, Purchasing, and/or related functions. Excellent interpersonal & customer service skills with excellent organizational skills with strong attention to detail.

Preferred 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:* Experience working for the Georgia Public Safety Training Center; Associate degree or related coursework from an accredited college or university; progressive work experience in an accounting or bookkeeping office; possess the State Financial Management Certificate; and/or proficiency in Peoplesoft Financials and Microsoft Office Excel and Word.

To Apply: Submit required form 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:

Internal Candidates:

- “Application for Another Position” form.
- Resume (Provide summary description of duties performed in past/current employment).

External Candidates:

- State of Georgia Application for Employment (completed & signed).
- Resume (summary of duties performed in current/past employment.)
- Copy of DD214 (as applicable)

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.