



GA Public Safety Training Center

1000 Indian Springs Drive; Forsyth, Georgia 31029

Job Vacancy Announcement # 26-07080

☒ Open to All Qualified Applicants

☐ Open Only to Current GPSTC Employees

POSTED: 07/08/2026

DEADLINE: 07/24/2026

(The application period may close earlier if a satisfactory applicant pool is reached before the posted deadline.)

JOB TITLE: **Accounting Technician (Accounts Receivables – Fiscal Svc Section)**

☒ Full-Time

☐ Part-Time

Annual Salary Range: \$33,042.45 - \$38,480.00 *

***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 direct supervision, performs paraprofessional accounting and fiscal control functions, such as accounts payable and receivable, or related general accounting processes. Balances and reconciles accounting records, or reports. Collects fees or revenues. Compiles and maintains records and files. May apply GAAP guidelines. May compile and prepare standard accounting reports. Performs routine accounting, clerical, billing, and/or claims processing duties for assigned accounts. Responds to inquiries to solve routine accounting problems. Prepares requested materials for audits of financial data or records. Processes or records financial transactions such as accounts receivable, in a ledger or computer system. Provides information or interpretation to third parties such as banks, auditors, vendors and governmental entities. Verifies the accuracy of information. This position also serves as Quartermaster for GPSTC uniform assignment and is responsible for securing, issuing, receiving in, and inventory control of items. Receives additional training, as required, to gain full proficiency and experience in all areas. **Link to Job Application:** www.gpstc.org/careers

Minimum Qualifications: High School diploma or GED and one year of experience performing tasks that included filing, posting, completing forms and bookkeeping or accounting work.

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; and/or proficiency in Peoplesoft Financials and Microsoft Office Excel and Word.

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.

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) 993-4407 no later than 5:00 p.m. of the deadline date. Contact (478) 993-4411 with any questions.

GPSTC is an Equal Opportunity Employer.

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