



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION #15-020

POSTED: December 8, 2014

DEADLINE: December 22, 2014

JOB TITLE: Accounts Payable Supervisor and Accounts Receivable Supervisor

JOB CODE: 41214 or 40222

PAY GRADE: 15 or 16 (Contingent upon the selected candidate)

POSITION NUMBERS: 00123083 – Accounts Payable Supervisor
00123037 – Accounts Receivable Supervisor

LOCATION: Administrative Division/Finance
GBI Headquarters
Decatur, Georgia

SALARY RANGE: 15 - \$32,971 – \$57,699/yr. or 16 - \$36,268 - \$63,469/yr.

*There are two (2) positions to be filled from this job announcement. Applicants **must** specify on the application which position they are applying for.*

DUTIES AND RESPONSIBILITIES:

Accounts Payable Supervisor:

Analyzes, reconciles, and approves accounting data and transactions. Responds to inquiries for solution of difficult accounting problems or for information or interpretation from third parties such as banks, auditors, vendors and governmental entities. Processes check inquiries and stops payments. Prepares standard statutory, regulatory and GAAP financial and/or accounting reports. Identifies financial trends, makes recommendations to management, and prepares a full range of financial reports, including specialized or non-standard reports. Supervises and plans work of Accounts Payable staff, to included implements training for supervised staff.

Accounts Receivable Supervisor:

Monitors accounts receivable accounting sub-system; analyzes and reconciles accounts receivable data and transactions; initiates contact with vendors, state agencies or with internal units regarding accounts receivable invoices and develops a solution for accounts receivable discrepancies. Requests and deposits state, federal, and other funds to ensure adequate cash balances in the Agency's bank accounts. Maintains accounts receivable file information. Serves as liaison in responding to accounts receivable inquiries for solution of routine billing problems or for information or interpretation from third parties, such as vendors, governmental entities, auditors and internal units.

MINIMUM QUALIFICATIONS:

Completion of a Bachelor's degree in Accounting, from an accredited college or university AND two years of professional accounting experience.

OR

Completion of a Bachelor's degree from an accredited, college or university AND three years of professional accounting experience in an Accounting department.

OR

Completion of a Master degree in Accounting, from an accredited college or university, AND one year of professional accounting experience.

PREFERRED QUALIFICATIONS:

Preference will be given to applicants that, in addition to meeting the minimum qualifications, possess one or more of the following:

- Bachelor's or Master's degree in Accounting from an accredited college or university.
- One or more years of supervisory experience as an Accounting supervisor.
- Experience and knowledge using PeopleSoft.
- Knowledge and understanding of the GAAP standards.
- State of Georgia Accounting experience.

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

TO APPLY:

APPLICANTS MUST SUBMIT (2) STATE OF GEORGIA APPLICATIONS TO:

Georgia Bureau of Investigation
Attn: Office of Human Resources
P. O. Box 370808
Decatur, GA 30037-0808

Applications may be obtained by clicking the following link: [GBI State Application](#)

- ❖ **The Job Vacancy Number #15-020, along with Job Title and Job Code. Applicants *must* specify which position they are applying for on the application(s) for this vacancy.**
- ❖ **Applications should be filled out carefully and completely. *Applications will not be considered that have "see attached" in lieu of completing the work history and job information on the application.***
- ❖ **Foreign Education:** Applicants who have completed part or all of their education outside the U.S. must have their foreign education evaluated by an accredited organization to ensure that the foreign education is equivalent to education received in accredited educational institutions in the U.S. **This evaluation must be a course-by-course evaluation that includes each completed course/subject and the U.S. credit equivalent. Applicants must submit (2) copies of the credential evaluations to the address noted above by the deadline.** For a listing of services that can perform this evaluation, see the National Association of Credential Evaluation Services website at <http://www.naces.org/members.htm>.
- ❖ Due to the volume of applications we receive, we are unable to provide information on application status by phone or by e-mail. Applicants who are selected for an interview will be contacted to arrange an appointment. Applicants who are not selected for an interview will not receive notification.
- ❖ The GBI reserves the right to close this job announcement once a qualified applicant pool has been identified.

- ❖ Employment for the selected candidate(s) is contingent upon the successful completion of a GBI background investigation including criminal, credit and driver's history checks, polygraph examination, fingerprinting and drug screening.
- ❖ Click the following link for a list of [GBI Employment Disqualifiers](#).

All applications must be received in the GBI Office of Human Resources by close of business on the deadline date posted on this job vacancy announcement

THE GBI IS AN EQUAL OPPORTUNITY EMPLOYER