



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION #15-021

POSTED: January 21, 2015

DEADLINE: February 4, 2015

JOB TITLE: Accountant 1, Professional
JOB CODE: 40814
PAY GRADE: 12
POSITION NUMBERS: 00205782
LOCATION: Administrative Division/Finance
GBI Headquarters
Decatur, Georgia
SALARY RANGE: \$27,249 – \$36,000/yr.

DUTIES AND RESPONSIBILITIES:

Analyzes financial information and prepares financial reports to document or maintain records of assets, liabilities, profit and loss, or other financial activities within an agency. Records financial transactions, reconciles accounting records and prepares reports. This position will also perform accounting and fiscal control functions in accounts payable (to include financial transactions, record expenditures, budget overruns, and billing inquiries) with related general accounting processes as well as communicate with the relevant Budget Analyst as needed in a timely manner.

This is the entry/training level of the Accounting job series. Incumbents at this level may require additional training or experience to gain full proficiency in some or all of the job responsibilities.

MINIMUM QUALIFICATIONS:

Completion of a Bachelor degree in Accounting from an accredited college or university

OR

Completion of a Bachelor degree in a business curriculum which included completion of introductory and intermediate accounting sequence

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
- Six months of processing accounts payable processing
- Six months experience using the TeamWorks (formerly PeopleSoft)
- Knowledge and understanding of GAAP standards

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, located at the top of this announcement, along with Job Title and Job Code must be listed on applications 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