



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION # 16-043

POSTED: March 11, 2016

DEADLINE: March 25, 2016

JOB TITLE: Accounts Payable Supervisor and Accounts Receivable Supervisor

JOB CODE: FIP024

PAYGRADE: L

POSITION NUMBERS: 00123083 & 00123037

LOCATION: Administrative Division / Finance
GBI Headquarters / Decatur, GA

SALARY: \$59,000 - \$68,000/yr. based on experience

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

DUTIES AND RESPONSIBILITIES

Accounts Payable Supervisor:

Oversees the development, implementation and monitoring of Accounts Payable activity for the agency. Analyzes financial information and programs, 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, implements training for supervised staff.

Accounts Receivable Supervisor:

Oversees the development, implementation and monitoring of Accounts Receivable activity for the agency. Analyzes financial information and programs, 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 Receivable staff, implements training for supervised staff

MINIMUM QUALIFICATIONS

Completion of a Bachelor degree in Accounting from an accredited college or university **AND** four years of professional accounting experience.

OR

Completion of a Bachelor degree in a business curriculum from an accredited college or university which included completion of introductory and intermediate accounting sequence **AND** five years of professional accounting experience.

OR

Completion of a Master degree in Accounting from an accredited college or university **AND** three years 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 or Professional Accounting certifications
- One or more years of supervisory experience
- Experience and knowledge in the use Teamworks Financials (formerly PeopleSoft)
- Knowledge and understanding of GAAP standards.

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

Applicants that previously interviewed need not re-apply as scores are still valid.

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. **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 if the work history and job information on the application are not filled in or that have "see attached" in lieu of completing the aforementioned sections 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](#).
- ❖ Due to budget constraints, the GBI is unable to sponsor or take over sponsorship of an employment visa.

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