



GEORGIA BUREAU OF INVESTIGATION  
JOB VACANCY NOTIFICATION # 17-012

**POSTED:** October 19, 2016

**DEADLINE:** October 28, 2016

**JOB TITLE:** Accounts Payable Supervisor  
**JOB CODE:** FIP024  
**PAYGRADE:** L  
**POSITION NUMBER:** 00123083  
**LOCATION:** Administrative/ Finance  
GBI Headquarters  
Decatur, GA  
**SALARY:** \$59,000 - \$68,000/yr. based on experience

***This is a sensitive government position.***

**DUTIES AND RESPONSIBILITIES**

Oversee the development, implementation and monitoring of Accounts Payable activity for the agency. Analyze financial information and programs, identify financial trends, make recommendations to management, and prepare a full range of financial reports, including specialized or non-standard reports. Measure performance against performance standards and customer agreements, and take action to achieve, maintain and improve targeted service levels. Knowledge of end to end processes and system flow, and also able to assist with implementing process improvement initiatives. Provide support to key projects in line with the agency's strategy. Supervise and plan work of Accounts Payable staff, ensuring that departmental procedures are documented, maintained and adhered to. Implement training for supervised staff and proactively explore continuous improvement opportunities across Accounts Payable functions.

**MINIMUM QUALIFICATIONS**

Completion of a Bachelor degree in Accounting from an accredited college or university **AND** four years of professional accounting experience, including: account reconciliations to cash books, prepare journal entries, identify, and implement solutions to correct errors, and using Financial systems.

**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, including: account reconciliations to cash books, prepare journal entries, identify, and implement solutions to correct errors and using Financial systems.

**OR**

Completion of a Master degree in Accounting from an accredited college or university **AND** three years of professional accounting experience, including: account reconciliations to cash books, prepare journal entries, identify, and implement solutions to correct errors and using Financial systems.

**PREFERRED QUALIFICATIONS**

Preference will be given to successful applicants that, in addition to meeting the minimum qualifications have the ability to handle pressure, think creatively, effective communication skills and self-motivated and 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 or team lead experience within the past 5 years.
- Experience and knowledge in the use Teamworks Financials (formerly PeopleSoft)
- Knowledge and understanding of GAAP standards.

### **VACANCY OPEN TO ALL QUALIFIED APPLICANTS**

**Applicants that have previously applied for the Accounts Payable or Receivable Supervisor position, are still under consideration and need not to re-apply.**

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 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**