



**GEORGIA BUREAU OF INVESTIGATION
JOB VACANCY NOTIFICATION #18-012B**

RE- ANNOUNCEMENT

POSTED: February 9, 2018

DEADLINE: February 23, 2018

JOB TITLE: Accountant 2 or 3

JOB CODE: FIP021 or FIP022

PAYGRADE: I or K

POSITION NUMBER: TBD

LOCATION: Administrative Section
Finance Office
Decatur, Georgia

SALARY RANGE: \$35,000 - \$51,811/annually
(Salary commensurate with experience)

This is a sensitive government position.

Please review the [GBI Employment Disqualifiers](#) before applying for this position. 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.

DUTIES AND RESPONSIBILITIES:

Primary responsibility is serving as the team lead for high volume **Accounts Payable** processing and ensuring all accounting policies are being followed in accordance to GAAP, federal and state guidelines.

The selected candidate must be able to produce timely, relevant and accurate financial reports for GBI and our attached agency, Criminal Justice Coordinating Council (CJCC) under the direct supervision of the **Accounts Payable Supervisor**. In addition to the primary responsibilities, the candidate must be able to:

- Process account payable transactions in TeamWorks Financials
- Review all invoices for appropriate documentation and approval prior to payment
- Process check requests

- Ensure vendor details are accurate and respond to all vendor inquiries
- Reconcile vendor statements, research and correct discrepancies
- Must be detail oriented and maintain high work quality standards.
- Assist with the preparation of training material for staff
- Compile financial analysis for federal grant drawdowns
- Use Excel to produce management reports (using Pivot tables)
- Have the ability to prepare and analyze spreadsheets and query, analyze and present other financial information

The selected candidate must have solid accounting experience, critical thinking skills, ability to resolve complex accounting issues. The selected candidate must be able to work under pressure, work under tight deadlines, multitask and prioritize their work load during annual financial reporting, year-end audit preparation, internal controls monitoring and compliance procedures for GBI and CJCC programs. This position requires strong interpersonal communication skills both written and verbal.

MINIMUM QUALIFICATIONS:

Completion of a Master's degree in accounting from an accredited college or university

OR

Bachelor's degree in accounting from an accredited college **AND** one year of professional accounting experience

OR

Bachelor's degree in a business curriculum which included completion of introductory and intermediate accounting sequence from an accredited college or university **AND** one year of professional accounting experience.

PREFERRED QUALIFICATIONS:

In addition to the minimum qualifications, preference will be given to applicants that possess one or more of the following:

- Completion of a Bachelor's degree in Accounting from an accredited college or university.
- Two years of Accounts Payable processing experience
- Six months experience using the AP module in TeamWorks (formerly PeopleSoft) or other Oracle based accounting software.

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

TO APPLY:

- **SUBMIT (2) STATE OF GEORGIA APPLICATIONS TO:**

Georgia Bureau of Investigation
Attn: 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 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.**
- Due to the volume of applications we receive, we are unable to provide information on application status by phone or by e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Applicants who are not selected for an interview will not receive notification.
- **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 budget constraints, the GBI is unable to sponsor or take over sponsorship of an employment visa.

The GBI reserves the right to close this job announcement once a qualified applicant pool has been identified.

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