



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	TS: Financial Ops Gen (AL)
POSITION NUMBER:	00052526
LOCATION:	LICENSING & CSC ADMINISTRATION
POSTING DATE:	SEPTEMBER 15, 2014
APPLICATION DEADLINE:	OPEN UNTIL FILLED
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	13
ENTRY SALARY:	\$2,449.96/MONTH OR SALARY WILL COMMENSURATE WITH EXPERIENCE AND EDUCATION

DESCRIPTION OF DUTIES: Performs daily lockbox reconciliation. Monitor receipts / manages responses for group email boxes. Manages deposit summaries for License Division; ensures security of funds. Responsible for PDF image files and Batch Summary reports using CashPro Online. Administer merchant accounts to include reporting, research and administration of user accounts. Submit all refunds to the Finance Office for Licensing and Call Center. Maintains required documentation for each transaction. Files should be created in a logical order. Compiles weekly administrative reports for Licensing and GATE. Administrative duties include: Opens, and manages mail to the Licensing staff and distributes payments for processing. Other administrative duties as required.

Technical Competencies:

1. Skill in basic accounting
2. Ability to verify calculations and other information
3. Skill in reviewing claims for processing
4. Ability to record expenditures in databases and log books
5. Ability to query and balance budgets with monthly reports
6. Ability to prepare reports for vendors

MINIMUM QUALIFICATIONS:

Associate's degree in a business curriculum or related field **AND** Two years of experience performing accounting and/or fiscal control functions

OR

Bachelor's degree in a business curriculum or related field

OR

Four years of experience performing accounting and/or fiscal control functions

OR One year of experience at the lower level or at an equivalent position

PREFERRED QUALIFICATIONS: Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:

Working knowledge of Microsoft Office programs in a Windows-based environment

- Excel
- Access

HOW TO APPLY: (WE ACCEPT APPLICATIONS AND/OR RESUMES BY EITHER TRANSMISSION LISTED BELOW.)

- Mail a completed State of Georgia application and/or resume to Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334;
- Fax a completed State of Georgia application and/or resume to (404) 463-8196;
- E-mail a completed State of Georgia application and/or resume to GDAPersonel@agr.georgia.gov.

PLEASE REFERENCE THE JOB TITLE AND POSITION NUMBER WHEN APPLYING. ALL QUALIFIED APPLICANTS WILL BE CONSIDERED, BUT MAY NOT NECESSARILY RECEIVE AN INTERVIEW. NO NOTIFICATION WILL BE SENT TO APPLICANTS EXCEPT THOSE WHO ARE SELECTED FOR INTERVIEWS.

**AN EQUAL OPPORTUNITY EMPLOYER
IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW,
PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.**