



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	PS: ACCOUNTANT WL (WORKING TITLE: AR ACCOUNTANT)
POSITION NUMBER:	00052659
LOCATION:	FINANCE OFFICE, ATLANTA
POSTING DATE:	SEPTEMBER 8, 2015
APPLICATION DEADLINE:	SEPTEMBER 30, 2015
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	14
ENTRY SALARY:	Commensurate with education & experience

We at the Georgia Department of Agriculture (GDA) take our responsibilities to you very seriously and are committed to protecting and promoting Georgia's agriculture through superior service and leadership. The mission of the GDA is to protect consumers, promote agriculture, both locally and globally, and assist our customers using education, technology and a professional workforce. The vision of the GDA is to continue to be a globally recognized leader in agricultural excellence through a commitment to safety, quality, growth and innovation.

DESCRIPTION OF DUTIES: 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 following job responsibilities:

A. 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.

1. Knowledge of general accounting principles and standards.
2. Evaluates, audits, and maintains accounts and transaction processing to ensure compliance.
3. Ability to query, analyze, and present information extracted.
4. Knowledge of job-relevant policies and procedures at the state and federal levels.

B. Records financial transactions, and reconciles and prepares accounting records.

1. Ability to read and interpret financial reports.
2. Skill in job relevant database software.
3. Ability to produce spreadsheets and financial reports.
4. Skill in using PeopleSoft Queries, Reports, and bank statements to monitor budget and financial records.

C. Analyzes and assesses the effectiveness of existing programs and prepares related documentation.

1. Treats clientele with respect, courtesy, and tact; listens to customers and interacts with customers on a personal level while maintaining business relationship.
2. Communicates with customers and obtains all required information necessary to determine and address their specific needs; if service cannot be provided, tactfully explains reason.
3. Provides clear, accurate information; explains procedures or materials or provides supplemental information; and anticipates problems and questions.

MINIMUM QUALIFICATIONS: Completion of a Bachelor's degree in accounting from an accredited college or university AND One year of professional accounting experience;

OR

Completion of a Bachelor's degree in a business curriculum which included completion of introductory and intermediate accounting sequence AND One year of professional accounting experience;

OR

Completion of a Master's degree in accounting.

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:*

- One year or more of State of Georgia accounting experience.
- Working knowledge of Accounts Receivable.
- Working knowledge of PeopleSoft.

HOW TO APPLY: (WE ACCEPT STATE APPLICATIONS BY EITHER TRANSMISSION LISTED BELOW. RESUMES MAY BE SUBMITTED IN ADDITION TO THE STATE APPLICATION.)

- Mail a completed State of Georgia application to Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334; or
- Fax a completed State of Georgia application to (404) 463-8196; or
- Team Georgia Careers <http://team.georgia.gov/careers/>; or
- E-mail a completed State of Georgia application to GDAPersonnel@agr.georgia.gov.

Please reference the job title and position number when submitting paper applications. Applications received without a job title or position number will be considered unsolicited and will not be reviewed. For a copy of the State Application, please visit http://team.georgia.gov/wp-content/uploads/2014/11/State_Application-Standard-3.3.15.pdf or contact the Georgia Department of Administrative Services, Human Resource Administration at (404) 656-2705.

The GDA is an Equal Opportunity Employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law. 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.

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