



# GEORGIA DEPARTMENT OF AGRICULTURE

## JOB ANNOUNCEMENT

*Gary W. Black, Commissioner*

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

<b>JOB TITLE:</b>	ACCOUNTANT 3 (FIP022)
<b>LOCATION:</b>	ATLANTA, GA
<b>POSTING DATE:</b>	OCTOBER 20, 2016
<b>APPLICATION DEADLINE:</b>	NOVEMBER 3, 2016
<b>WHO MAY APPLY:</b>	ALL QUALIFIED APPLICANTS
<b>PAY GRADE:</b>	K
<b>SALARY RANGE:</b>	\$36,268.09 – \$63,469.15 Commensurate with education & experience

The Georgia Department of Agriculture (GDA) takes our responsibilities very seriously and is 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:** The Fiscal Unit of the Georgia Department of Agriculture seeks an Accountant 3 who will perform advanced level accounting duties in the areas of accounts receivable and general ledger, according to GDA established policies and standards, and Generally Accepted Accounting Principles (GAAP). Duties include:

- Analyzes and reconciles accounting data and transactions requiring the knowledge of complex rules and regulations;
- Prompt and immediate processing of daily work tasks according to special financial and accounting practices defined and established for the assigned sub-systems;
- Reviews and analyzes general ledger accounts accurately for fiscal integrity as well as compliance with applicable principles, standards, guidelines, policies, and procedures;
- Corrects general ledger accounts based on timely recognition of problems and accurate identification of required adjustments;
- Balances and reconciles accounting records, such as bank reconciliations and Teamwork's module reconciliations for Accounts Receivable;
- Determines the source of errors by researching accounting records, recording and/or directing correction entries;
- Plays a key role in monthly, quarterly, and annual financial closing processes with reviewing, preparing, and/or posting journal entries;
- Prepares advanced-level professional recommendations and financial reports to management;
- Assists in the development of policies and procedures for assigned areas;
- Maintains complete, accurate, and readily accessible accounting files that conform to applicable policies, procedures, guidelines, and standards;
- Follows guidelines for providing information to others and auditors when necessary;
- Maintains confidentiality of records, files, and other documentation;
- Must be available during monthly, quarterly, and annual fiscal close-outs; and
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:** Master's degree in accounting from an accredited college or university and one year of professional accounting experience; or Bachelor's degree in accounting from an accredited college or university and two years 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 three years of professional accounting experience.

NOTE: If you are applying for this position based on a Bachelor's degree in a business curriculum, please submit a copy of your college transcript with your application. This will help determine if you meet the qualifications for this position. Failure to submit a transcript may result in not being eligible for this specific position if qualifying on this factor.

**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:*

- Two years or more of *State of Georgia* accounting experience;
- Working knowledge of Accounts Receivable such as preparing revenue entries;
- Working knowledge of the State of Georgia Teamwork's system;
- Working knowledge of the State of Georgia Revenue Collections including analysis and internal controls;
- Proficiency with Microsoft office including Excel and Outlook; and
- Proficiency with bank reconciliations.

**NOTE:** THE GEORGIA DEPARTMENT OF AGRICULTURE CONDUCTS BACKGROUND CHECKS ON ALL FINAL CANDIDATES.

**HOW TO APPLY:** WE ACCEPT STATE APPLICATIONS BY ANY 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
- Via Team Georgia Careers <http://team.georgia.gov/careers/>; or
- E-mail a completed State of Georgia application to [GDAPersonnel@agr.georgia.gov](mailto: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](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. Due to the large volume of submissions received by this office, information concerning application and/or interview status cannot be provided. Selected applicants will be contacted for next steps in the interview process. Applicants who are not selected will not receive notification. This position is subject to close at any time once a satisfactory applicant pool has been identified.

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