



# GEORGIA DEPARTMENT OF AGRICULTURE

## JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

<b>JOB TITLE:</b>	PS: ACCOUNTANT (AL) [FORMERLY ACCOUNTANT, FISCAL OPERATIONS]
<b>POSITION NUMBER:</b>	00052654
<b>LOCATION:</b>	ADMINISTRATION DIVISION, FINANCE OFFICE, ATLANTA
<b>POSTING DATE:</b>	NOVEMBER 4, 2013
<b>APPLICATION DEADLINE:</b>	NOVEMBER 14, 2013
<b>WHO MAY APPLY:</b>	ALL QUALIFIED APPLICANTS
<b>PAY GRADE:</b>	17
<b>ENTRY SALARY:</b>	\$3,588.60/MONTH

**DESCRIPTION OF DUTIES:** Performs or oversees the development, implementation and monitoring of accounting activity for a department or agency. Analyzes financial information and programs, identifies financial trends, makes recommendations to management, and prepares a full range of financial reports, including specialized or non-standard reports. May serve as lead worker and/or supervise lower level staff.

**MINIMUM QUALIFICATIONS:** Completion of a Bachelor's degree in accounting from an accredited college or university AND Two years 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 Three years of professional accounting experience  
OR  
Completion of a Master's degree in accounting AND One year of professional accounting experience.

**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 Windows computer operating system and applications.

**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 Debbie Teal, 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 Debbie Teal at (404) 463-8196;
- E-mail a completed State of Georgia application and/or resume to [Deborah.Teal@agr.georgia.gov](mailto:Deborah.Teal@agr.georgia.gov).

**PLEASE REFERENCE THE JOB TITLE AND POSITION NUMBER WHEN APPLYING.** If you have submitted an application and/or resume to our Department within the last year, then **call** to let us know that you are interested in being considered for this position. For more information, you may contact Debbie Teal at (404) 656-3615.

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.