

GEORGIA ENVIRONMENTAL FINANCE AUTHORITY

POSTING DATE: November 9, 2018
POSTING TITLE: Accountant II
SALARY RANGE: \$4,800.00 – 5,100.00 monthly

CLOSING DATE: Until filled
LOCATION: Atlanta

General Summary

GEFA is currently in search of a highly-motivated, self starter with a professional work ethic. The prime candidate should be detail-oriented, possess excellent communication skills, have a strong knowledge of accounting principles, and be able to analyze a variety of accounting-related transactions on a routine basis. The selected candidate will have close interaction with internal and external customers and must demonstrate the ability to provide exceptional customer service. Under close supervision and according to Generally Accepted Accounting Principles (GAAP), 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. Evaluates, audits, and maintains accounts and transaction processing to ensure GAAP compliance. Prepares standard accounting reports and provides information to auditors and other third parties. The successful candidate may also perform other duties and enter transactions in the general ledger system for different areas of the accounting department as needed or requested by the controller.

Responsibilities and Standards

The selected candidate will be responsible for various accounting processes that include applying GAAP, state or federal fiscal guidelines, and agency policies to establish tables/records of accounts or financial transactions, reviewing financial data, and assigning entries or applying accounting control measures to proper accounts. This individual will prepare, examine, reconcile, and analyze accounting records, financial statements, budget records, and other documentation to assess their accuracy, completeness, and conformance to reporting and procedural standards. In addition, the selected candidate will have responsibility over a variety of financial assistance agreements (federal or state grants or contractual agreements). The candidate will also provide customer service and client support. The person in this position will provide assistance to potential and current clients and respond to customer needs and concerns. The individual serves as liaison in responding to inquiries to solve routine accounting problems. Data management and reporting: The successful candidate may compile and prepare standard accounting reports. Enters data, manages data, and prepares all necessary reports. Document and records management: The individual will develop and/or maintain key documents and records, including hardcopy accounts payable files, electronic files and templates, invoices, databases, other electronic files and records, etc. The qualified candidate will maintain knowledge of current trends and developments in the field and applies relevant new knowledge to performance of responsibilities.

Minimum Qualifications

Bachelor's degree in accounting or business curriculum that included completion of the introductory and intermediate accounting sequence AND One year of professional experience as an accountant OR Master's degree in accounting.

Note: Related experience may be substituted for education on a year-for-year basis.

Preferred Qualifications

Preference will be given to applicants who, in addition to the minimum qualifications, possess one or more of the following:

Experience in governmental fund accounting.

Experience using sub-ledger systems and the maintenance of such systems.

Completion of an undergraduate degree from an accredited four-year college or university.

Experience working with Microsoft Excel.

Strong general ledger reconciliation skills.

INSTRUCTIONS:

Send resume to Human Resources at jobposting@gefa.ga.gov.

All qualified, prospective candidates will be considered, but may not necessarily receive an interview. Due to the large volume of resumes received in this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to prospective candidates except those who are selected for interviews.

THIS POSITION IS OPEN TO ALL QUALIFIED APPLICANTS

An Equal Opportunity Employer

This agency does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment.

HR reserves the right to amend the recruitment dates on any job postings if we receive an overwhelming amount of resumes.