

GEORGIA ENVIRONMENTAL FINANCE AUTHORITY

POSTING DATE: November 9, 2018
POSTING TITLE: Financial Operations Generalist 2
SALARY RANGE: \$3,700.00 – \$4,000.00 monthly

CLOSING DATE: until filled
LOCATION: Atlanta

General Summary

The Georgia Environmental Finance Authority (GEFA) is seeking a qualified candidate who enjoys a fast-paced environment to join us as a financial operations generalist 2. Under direct supervision of the director of fiscal services, the financial operations generalist 2 maintains fiscal administration responsibilities. This individual may perform paraprofessional accounting and fiscal administrative functions, such as accounts payable and receivable, payroll preparation, budget monitoring, or related general accounting/financial processes. The financial operations generalist 2 will have contact with various team members and direct contact with customers. The financial operations generalist 2 position will require basic interaction with financial applications and the Microsoft Office suite.

Responsibilities and Standards

The selected candidate will be responsible for various fiscal administrative functions that may include accounts payable and receivable, payroll preparation, budget monitoring, or related general accounting/financial processes. 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. Data management and reporting: The successful candidate may compile and prepare standard fiscal and administrative 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

Associate's degree in a business curriculum or related field from an accredited college or university and one year of experience performing accounting and/or fiscal administrative functions or high school diploma and three years of experience performing accounting and/or fiscal administrative functions.

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:

- Completion of an undergraduate degree from an accredited college or university.
- Good working knowledge of Microsoft Office Suite applications.
- Experience with meeting deadlines and multi-tasking.
- Two years in a financial services environment.
- Two years of relevant experience.
- Experience working with the public-at-large.
- Demonstrated experience in office/administrative support, data entry, and customer service skills.
- Strong organizational and communication 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.