



CAREER OPPORTUNITY

GSFIC

OUR MISSION...*Building Georgia's future by providing financial and construction management with the highest level of customer service, integrity, fairness and efficiency.*

The Georgia State Financing and Investment Commission (GSFIC) is responsible for the issuance and oversight of all public debt by the State, performs all services relating to the issuance, investment, and accounting of proceeds from general obligation debt, and acquires and assists in the construction of projects for state agencies and authorities financed through such debt.

Job Information

Job Type: Full Time

Number of Vacancies: 2

Hiring Salary Range: Starting salary commensurate with experience

Location: Atlanta, GA

Opens: December 7, 2022

Closes: February 7, 2023

This position is subject to close at any time once a satisfactory applicant pool has been identified.

Applicants who require accommodations for the application process should contact

404-463-5664 or e-mail

hr-email@spo.ga.gov

TO APPLY:

Email **resume** in Microsoft Word or PDF format to hr-email@spo.ga.gov with the following in the subject line of your email: **Accountant II**



Our goal is to be a diverse workforce that is representative of the citizens we serve.

GSFIC does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, or military service. GSFIC is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. All employment is decided on the basis of qualifications, merit and business need.

Accountant II, Professional (Accounting)

Position Overview

Duties:

Under general supervision and according to Generally Accepted Accounting Principles (GAAP), the Accountant 2 performs professional accounting duties. Records financial transactions, analyses and reconciles accounting records and prepares standard reports. The Accountant 2 also performs other job-related duties as assigned.

Minimum Qualifications:

Completion of an undergraduate degree with a major in a business curriculum which included the successful completion of the introductory and the intermediate accounting sequence and one (1) year of professional experience as a staff accountant.

Essential Functions:

Review payments and change order data entries for accuracy in accordance with the GSFIC Construction systems procedures. Receive reimbursement requests from agencies and reviews them in accordance with GSFIC and state guidelines. Input reimbursement requests into the PeopleSoft Construction system for payment. Maintain payment filing system and notifies agencies of pending payments. Provide support to auditors and other staff. Identify and correct procedural problems revealed in reviews and audits. May perform quality assurance reviews of work in the section. Analyze and reconcile accounting data, transactions and reports in a timely manner. Apply generally accepted accounting principles, state and federal guidelines and agency fiscal policies and procedures in recording financial activity in the PeopleSoft accounting system. Communicate problems to supervisor or appropriate staff to assist in the reconciliation of the request. Must work assigned days and hours. Maintain knowledge of current policies and procedures by reading memos, notices, and other literature and attending training sessions, meetings and conferences. Stay with in departmental budget

Competencies:

Considerable knowledge of standard accounting principles and a working knowledge of the Generally Accepted Accounting Principles (GAAP) method applications. Ability to analyze and interpret financial data and prepare financial reports and statements. Ability to effectively communicate accounting information, policies, and procedures. Must be detailed oriented and capable of managing and prioritizing multiple projects. Must demonstrate excellent communication, interpersonal and analytical skills. Must be proficient in Microsoft Office Suites. Must exemplify discretion, initiative, and teamwork.

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The selected applicant must be authorized to work in the United States and must successfully pass a pre-employment criminal background check, motor vehicle records check and drug screen.

Due to the large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. Notifications will only be sent to applicants who are selected to interview.

Please visit our website at www.gsfic.ga.gov for additional GSFIC career opportunities.