

GEORGIA PUBLIC DEFENDER COUNCIL

Job Title: Accountant 3
Job Code: FIP022
Grade: K

Salary Minimum: \$44,998.81
Salary Midpoint: \$59,143.37
Salary Maximum: \$73,287.92

Description of Duties:

Under broad supervision, 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.

Essential Duties and Responsibilities:

- Serve in a lead role within Accounts Receivable unit
- Receives, maintains and tracks by spreadsheet various county revenue contracts
- Prepares and processes bank deposits and accounts receivable invoicing
- Enters routine financial transactions into the State of Georgia TeamWorks accounting system and reconciles entry daily
- Receives, controls, prepares, processes and records checks for bank deposits
- Manages collections process for revenue and creates aging reports
- Prepares monthly and year end reconciliations
- Collects expert request invoices and maintains expert database
- Assists with ad hoc financial spreadsheets
- Maintains and secures accounting files for retention.
- Opens and processes checks received in the mail and performs other clerical duties as assigned
- Review, investigate, and correct errors and inconsistencies in financial entries and reports
- Responds to questions and requests for information from customers, auditors, employees, and others
- Maintains financial records and documentation
- Vendor Liaison - submits all supplier change forms for new vendors and/or existing vendors
- Performs other duties as assigned or required.
- Serves at the pleasure of the Executive Director

THIS IS AN UNCLASSIFIED POSITION.

THE SELECTED APPLICANT FOR THE POSITION WILL BE SUBJECT TO A REFERENCE CHECK.

PLEASE INCLUDE ALL RELEVANT JOB INFORMATION ON THE APPLICATION FOR CONSIDERATION.

The selected candidate must meet the advertised minimum qualifications and any other qualifications specific to the job responsibilities.

ENTRY QUALIFICATIONS:

Bachelor's degree in accounting and two (2) years of professional accounting job-related experience; or two (2) years of experience at the lower-level Accountant 2 (FIP021) or position equivalent.

PREFERRED QUALIFICATIONS:

- Knowledge of business operations in Accounts Receivable
- Skills using queries and pivot tables to monitor financial records
- Strong oral and written communication and presentation skills
- Strong interpersonal skills
- Ability to interact with all levels of management
- Excellent customer service skills
- Excellent analytical skills
- Intermediate experience using Microsoft office to include Word, Excel, and Outlook

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER