

## GEORGIA PUBLIC DEFENDER COUNCIL

**Job Title: Financial Analyst 3**  
**Job Code: FIP062**  
**Grade: L**

**Salary Minimum: \$50,982.94**  
**Salary Midpoint: \$66,351.55**  
**Salary Maximum: \$81,720.15**

### **Description of Duties:**

Under broad supervision, performs advanced level finance, accounting and fiscal control functions. Performs and/or oversees financial planning, documentation, analysis, reporting and system development. Leads and coordinates the design or implementation of financial/accounting/budget related systems and reports. Enforces compliance with laws and regulations governing financial instruments, taxes, real estate and securities transactions. May also serve in a lead role.

### **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:**

Associate degree in a related area from an accredited college or university and three (3) years of professional job related experience in accounting, billing and collection systems, or claims; or four (4) years of professional job related experience in general accounting, billing, and collection systems and/or claims; or one (1) year of experience at the lower level Financial Analyst 2 (FIP061) or position equivalent.

**AGENCY QUALIFICATIONS:**

- 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**