

Georgia Department of Education
Job Announcement

Posting Date: 03/04/2021		Apply by: Until Filled
Announcement: FIT020 Accountant Paraprofessional 00055257		
Position Title: Accountant Paraprofessional Position: 00055257 (state-funded)	Location: Georgia Academy for the Blind 2895 Vineville Ave. Macon, GA 31204	Program/Unit: Division of State Schools/Georgia Academy for the Blind
Description of Duties: Under general supervision and in accordance with established accounting procedures, guidelines, practices, and agency policies and procedures, performs paraprofessional accounting and fiscal control functions, such as cash management, requisition and PO creation, receiver generation, bank reconciliation, accounts receivable, purchasing card use and reconciliation, asset management, and other related general accounting duties. Reviews, monitors, and inputs transactions and balances, reconciles bank accounts, maintains accounting records, and prepares reports. This position will report to the State Schools Finance and Operations Manager to assist in providing support to all three State Schools including the Division of State Schools, the Atlanta Area School for the Deaf, the Georgia Academy for the Blind, and the Georgia School for the Deaf.		
Minimum Qualifications: Associates degree in a business curriculum or related field from an accredited college		
Preferred Qualifications: Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following: <ul style="list-style-type: none">• Strong computer skills, including proficiency in Microsoft Office (Excel, Word, PowerPoint and Access)• Experience with PeopleSoft Financials TGM/Accounts Receivable/Accounts Payables/Requisitions/Purchase Orders/Receivers/Vendor Management• Two or more years of experience with governmental accounting at the paraprofessional or professional level• Experience preparing detailed accounting and budget reports• Experience with Purchasing Card use and reconciliation• Experience with Bank Account reconciliation• Experience with Inventory and Asset Management• Generally Accepted Accounting Principles (GAAP) certification• Professional customer service skills		
Salary/Benefits: Pay grade G- Annual salary range \$24,771.59 (minimum) to \$43,350.29 (maximum). Hiring salary commensurate with current employment and relevant education/training and work experience. Benefit options include life, disability, dental and health insurance, annual/sick leave, and Employees' Retirement or Teachers' Retirement.		
Submit a letter of application and a resume <u>or</u> State of Georgia Application to: <p style="text-align: center;">Georgia Department of Education Anna Bass 2895 Vineville Avenue Macon, GA 31204 abass@doe.k12.ga.us</p> <p>Consideration/interviews will begin as soon as a list of applicants is established. Applications/resumes will be evaluated and only those meeting the qualifications will be considered. Top candidates will be contacted for interviews. No notification will be sent to applicants except those who are selected for interviews. Due to the large volume of applications received by this office, we are unable to provide information on your application status. Resume/application should include daytime telephone number and prior salary and employment history with addresses and telephone numbers. If a resume is submitted, it must be accompanied by a cover letter.</p>		
An Equal Opportunity Employer		

