



DHS/OFS – Accountant 3 - (Atlanta, GA – Fulton County)

Job Number:
00060541 00060907

Job Posting: December 30, 2016

Closing Date: January 13, 2017

Primary Location: Atlanta, GA – Fulton County

Number of Openings: 2

Job: Accounting

Shift: Day Job

SALARY: Pay Grade: K

Salary Range: \$36,268.09- \$51,811.56

(Salary Commensurate with Experience)

Current Georgia state government employees will be subject to State Personnel Board rule provisions.

The Georgia Department of Human Services (DHS) delivers a wide range of human services designed to promote self-sufficiency and well-being for all Georgians. The department is one of the largest agencies in state government with an annual budget of \$1.8 billion and nearly 9,000 employees. DHS is comprised of three Divisions: The Division of Aging, the Division of Child Support Services and the Division of Family and Children Services.

Office of Inspector General was created in September 2007 to provide objective oversight over the programmatic activities of DHS Offices and Divisions in order to ensure that Agency work is conducted in compliance with established policies and procedures. The OIG is comprised of five Units: Background Investigations, Benefits Recovery, Internal Audits, Internal Investigations and Residential Child Care.

OIG is seeking candidates for the position of **Accountant 3**. This position is based in the State Office at 2 Peachtree Street, N.W., Atlanta, GA in Fulton County.

Job Summary and Responsibilities:

This position reports to a Grant Supervisor. This position applies generally accepted accounting principles in recording financial activity in accounting systems and various subsystems.

The Accountant 3:

- Oversees multiple federal, state and locally funded grants.
- Monitors and analyzes all monthly grant expenditures, program budget projections and progress made to fulfill all program cost sharing commitments including the preparation of accurate and timely federal financial reports.
- Ensures compliance with programmatic objectives, financial obligations and requirements as outlined in the contracts and grant agreements.
- Prepares and reviews journal entries and adjustments to be posted to general ledger.
- Prepares standard statutory, regulatory and GAAP financial and/or accounting reports.
- Analyzes and reconciles accounting data and transactions.
- Responds to inquiries for solutions to difficult accounting problems or for information or interpretation from third parties such as banks, auditors, vendors and governmental entities.
- Notifies appropriate personnel of pending audit actions.
- Develops, monitors and maintains budget and financial records for a department or unit.
- Creates and maintains a high performance environment characterized by positive leadership and a strong team orientation.
- Remains abreast of current trends and developments in the accounting field.
- Performs other professional responsibilities as assigned.

Core Competencies:

- Strong knowledge of accounting principles.
- Efficient data mining skills.
- Self-starter who desires to develop his/her talent and advance within the organization.
- Strong analytical skills.
- Demonstrated ability to work independently with using limited direct supervision.
- Demonstrated ability to effectively plan work and manage multiple tasks simultaneously.
- Excellent oral, written, presentation and interpersonal communication skills.
- Strong proficiency in the use of financial software applications (PeopleSoft Financials), Microsoft Office Suite (particularly Excel and Access) and/or standard software applications typically used in a corporate office environment.

Qualifications:

- Master's degree in accounting from an approved, accredited college or university and one (1) year professional accounting work experience

-or-

- Bachelor's degree in accounting from an approved, accredited college or university and two (2) years professional accounting work experience

-or-

- Bachelor's degree in a business curriculum which included completion of introductory and intermediate accounting sequence from an approved, accredited college or university and three (3) years professional accounting work experience.

Preferred Qualifications:

Preference will be given to candidates who, in addition to meeting the minimum qualifications, demonstrate some or all of the following skills/experience:

- Experience and proficiency using Microsoft Excel, Access and Word.
- Experience using PeopleSoft or other financial accounting systems for data retrieval, queries and system output reports.
- Experience preparing federal or other financial status reports.
- Experience analyzing and reconciling accounting data and transactions.
- Excellent oral, written, presentation and interpersonal communication skills.

Benefits:

In addition to a competitive salary, DHS offers a generous benefits package, which includes employee retirement plan; paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment, health and child care spending account. Visit <http://team.georgia.gov/> for more information.

GEORGIA ON MY MIND: *It Doesn't Get Any Better Than This!*

Georgians enjoy a quality of life that would be hard to find in any area across the nation. Lower taxes and a lower cost of living enable you to do more with the money you make and maintain a higher standard of living.

Within Georgia you will find an unlimited supply of recreational and cultural opportunities. Enjoy boating, camping, fishing, golf, hiking, picnicking, swimming, tennis or just relaxing against Georgia's many scenic backdrops. Georgia is a 57,906 square-mile playground filled with natural beauty and immaculate resources. From the mountains to the coast from ballet to baseball, Georgia offers you a livability and quality of life that can help you achieve your dreams.

You're Really Going to Like Metro Atlanta

As the capital of Georgia, metro Atlanta, the ninth largest US population center has approximately 5.3 million residents. It is uniquely positioned to provide the best of everything. From its diverse economy, global access, abundant talent, and low costs of

business and lifestyle, metro Atlanta is a great place to call “home.” Residents have easy access to arts, culture, sports, world class shopping and nightlife. Atlantans experience all four seasons, with mild winters that rarely require a snow shovel. Yes, Atlanta is a great place to work and live!!! www.metroatlantachamber.com

Criminal Background Checks/Applicant Privacy Rights

All applicants may be subject to a drug screen and will be required to submit fingerprints to check for the existence of criminal history information through the Georgia Bureau of Investigation and the Federal Bureau of Investigation. Applicants have the right to challenge the contents of any criminal history record obtained for the purpose of employment with DHS. For an explanation of these rights, please read, “Applicant Privacy Rights” at:

http://gbi.georgia.gov/sites/gbi.georgia.gov/files/related_files/document/ApplicantPrivacyRights.pdf

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

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

cjg