



DHS/OFS – Manager, Business Ops – A/P Supervisor – 00059616

Job Number:
00059616

Job Posting: January 17, 2017
Closing Date: February 7, 2017
Primary Location: Atlanta, GA – Fulton County

Number of Openings: 1
Job: Accounts Payable
Shift: Day Job

SALARY: Pay Grade: L
Salary Range: \$40,983 - \$58,547
(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 **Accounts Payable (A/P) Supervisor**. 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 Accounts Payable Manager. Under minimum supervision and in accordance with established accounting procedures, guidelines and practices and agency policies and procedures, the Accounting Supervisor directs a diverse range of support, operational, and programmatic activities for the Accounts Payable Unit.

The A/P Supervisor:

- Reconciles subsystems (Concur, Success, UAS, Smiles) linked to expense processing and resolves variances found.
- Prepare and analyze journal entries.
- Resolves variances between the Accounts Payable and General Ledger.
- Resolves variances between the Accounts Receivable (A/P related accounts only) and General Ledger.
- Support and administer the Travel Program which includes training DHS travelers and approvers.
- Document and maintain Accounts Payable procedures and processes at a detailed level.
- Serves as backup for Accounts Payable Management team in team management, team development and team support.

Core Competencies:

- Excellent mathematical and analytical skills.
- Excellent oral, written and interpersonal communication skills.
- Strong proficiency in the use of Microsoft Office Suite and/or standard software applications.
- Experience with the Concur/TTE travel system.
- Proven experience with reconciling accounts and/or systems from an accounting perspective.
- Experience with analyzing and creating journal entries.

Qualification:

Bachelor's degree in accounting from an approved, accredited college or university **and** five (5) years work experience in an Accounts Payable environment.

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:

- Fifteen (15) years work experience in an accounting role, with a minimum of seven (7) years' work experience in Accounts Payable.

-Or-

- Five (5) years in a supervisor or management role in an accounting environment
- Experience with PeopleSoft or other Enterprise Resource Planning (ERP) system.

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.

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