



**Georgia Public Service Commission is accepting
applications for**

ACCOUNTANT

Number of Openings: 1

Job Category:

Accountant, Accounting, Regulation Salary: \$58,000-\$65,000

Commensurate w/experience

Closing Date: Until filled

Primary Location: GA-Fulton-Atlanta

No relocation provided

Job Description:

A state agency with under 100 employees and annual funding of \$14 million is seeking an experienced Accountant to perform a variety of accounting functions. The successful candidate will perform work of considerable difficulty with minimal supervision.

Duties and responsibilities include but are not limited to:

- Know and apply State and Federal fiscal guidelines and policies
- Serve as a purchasing agent for the agency, perform procurement activities, coordinate the purchase of equipment, services, and supplies; issue POs, perform p-card reconciliation
- Serve as a vendor liaison between the agency and State Accounting Office (SAO) for all vendor related matters
- Prepare and enter AP vouchers, adjusting vouchers, travel expenses reimbursements
- Maintain adequate accounting records, run and analyze accounting queries to ensure vouchers are coded correctly
- Reconcile accounts payable and travel accounts
- Maintain records of assets and inventory lists
- Serve as a fleet manager, utilize Department of Administrative Services (DOAS) fleet management system, maintain vehicle inventory, related records, permits, and fuel cards; participate in vehicle acquisition and surplus
- Prepare management and financial reports
- Prepare SAO and Department of Audits year-end reports
- Participate in State, Federal and inter-agency audits
- Conduct other accounting and reporting activities, as needed

Minimum Qualifications:

Bachelor's degree in accounting, finance, or related field. Minimum of three years of professional accounting job-related experience. Excellent oral and written communication skills. Detail oriented, strong organizational and analytical skills. Self-motivated team player, who works well independently. Candidate must possess integrity and demonstrate accountability, respectability, responsibility, and reliability. Proficiency in Microsoft Office Suite and Adobe Acrobat.

Preferred Qualifications:

Experience in governmental accounting and knowledge of GAAP. Experience in Workday ERP and/or PeopleSoft/Teamworks. Georgia Procurement Professional Certification (CCPA, GCPA, or GCPM).

Excellent Benefits:

- Hybrid work environment
- 401(k) with matching
- Defined Benefit Plan (pension)
- Employer qualified for Student Loan Forgiveness program
- Health Insurance
- Dental and Vision Insurance
- Employee Discounts
- Flexible Schedule
- Health Savings Account
- Life Insurance
- Vacation Leave – three weeks annually that rolls over
- Sick Leave – three weeks annually that rolls over
- 12 Paid Holidays
- Professional development assistance

Background & Credit Checks: Must successfully complete background and credit investigations.

To Apply:

Apply online at <https://psc.ga.gov/career-opportunities>, <https://careers.georgia.gov/>, Indeed or LinkedIn.