



SUPERIOR COURT OF FULTON COUNTY
JOB ANNOUNCEMENT FOR THE POSITION OF:
ACCOUNTANT, SENIOR

UNCLASSIFIED POSITION IN THE SUPERIOR COURT ADMINISTRATOR'S OFFICE
(CURRENT VACANCY IN THE BUSINESS SERVICES DIVISION)

SALARY RANGE: C43 \$59,134 - \$83,969

CLOSING DATE: SEPTEMBER 23, 2016

QUALIFICATIONS: Bachelor's degree in accounting or a related field and three (3) years of accounting experience, including one (1) year of lead or supervisory experience; or a year for year interchange of related education and experience equal to the minimum qualifications.

PREFERRED QUALIFICATIONS: Working knowledge of Generally Accepted Accounting Principles (GAAP), five (5) years of professional-level accounting experience, to include experience in a government setting, performing systems and procedures analysis of accounting systems; and two (2) years of grant management/grant accounting experience.

EXAMINATION: The examination will consist of an evaluation of education and experience, accomplished by analysis of the application. Application must document that the applicant possesses the minimum knowledge, skills, education and experience as listed. If selected, an official, accredited college transcript is required, at time of employment, for all degrees/coursework used to qualify for this position.

JOB SUMMARY: Incumbent in this class performs process duties related to supervising support staff in the performance of accounting duties, such as planning and assigning work, ensuring proper execution of processes and procedures, and providing specialized reports and analysis.

ESSENTIAL DUTIES: May supervise two or more support staff employees in the performance of accounting duties. Plans, distributes, and monitors work. Assists with resolving related problems. Reviews problems within a unit or division and recommends corrective methods. Ensures the maintenance of electronic and manual records. Prepares, maintains, and reviews various accounting records, reports, and documentations. Provides for cash management, revenue collection, and other fiscal control procedures. Trains staff in accounting procedures and use of automated financial systems. Designs and maintains specialized and analytical reports for decision makers. Provides financial information for revenue review, program review, and program audit. Assists with budget preparation and develops recommendations. Inventories and orders supplies within a unit or division as needed.

REQUIRED KNOWLEDGE: Office practices and procedures; Office equipment, including personal computers; Automated accounting/financial systems; Cash handling and banking procedures; Governmental accounting procedures; Budgeting processes and internal financial control procedures; Generally accepted accounting principles; Practices and principles of supervision.

REQUIRED SKILLS: Mathematical computations Operating personal computers, on-line financial systems, database and word processing software; Keyboarding, ten-key operation, and data entry; Organization, filing, and recordkeeping; Applying accounting procedures and principles in carrying out a variety of accounting tasks; Spreadsheet analysis; Recording, analyzing, verifying, reconciling, and reporting accounting transactions; Analyzing and interpreting data to provide recommendations; Preparing comprehensive analytical reports; Budget analysis and management; Preparation of financial statements; Supervising staff; Establishing and maintaining effective working relationships with County staff and vendors; Communication and interpersonal techniques as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.

TO APPLY:

Resumes with letters of interest may be submitted to the Superior Court Administrator's Office via the following email address:

*SCA.BusinessOffice@fultoncountyga.gov by Friday, **September 23, 2016, at midnight.***

It is the policy of Fulton County that there will be equal opportunity for every citizen, employee and applicant, based upon merit without regard to race, color, religion, national origin, gender, age, disability or sexual orientation.