

THE COURT OF APPEALS OF GEORGIA IS CURRENTLY RECRUITING FOR THE FOLLOWING POSITION:

POSITION: ACCOUNTING MANAGER

DESCRIPTION OF DUTIES: This position is responsible for the daily accounting activities of The Court of Appeals of Georgia. Recommends and implements accounting policies and procedures in accordance with GAAP (Generally Accepted Accounting Principles), State of Georgia Accounting policies and procedures and applicable Federal regulations; Ensures timely and accurate recording/reporting and reconciliation of all payroll activities; Ensures timely and accurate reporting and reconciliation of disbursements and collections; Performs hands on recording of AP entries, cash transfers and associated GL entries/reconciliation activities; Ensures timely payment of applicable federal and state taxes and federal/state reporting requirements; Directs subordinate staff as applicable; Assists and completes special projects and other duties as assigned. Reports to Chief Financial Officer.

QUALIFICATIONS: Bachelor's degree in business administration, accounting, finance or a closely related field from an accredited college or university AND Four years of professional level experience in accounting and/or a closely related fiscal activity, two years of which were in a supervisory, administrative or lead worker role OR One year of experience required at the lower level Mgr, Accounting/Financial Svcs (FIM010) or equivalent position. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

MINIMUM REQUIREMENTS: Applicants should possess a comprehensive knowledge of State of Georgia financial management practices and procedures as well as business etiquette. Applicant must be a self-starter and able to carry out duties and responsibilities without direct supervision. Applicant must be organized and possess the ability to handle numerous projects at one time. Applicant must be proficient in writing and typing business correspondence. Computer proficiency in Excel, Word and Zoom are requirements. Experience with both the People Soft HCM and Financial Management Modules are strongly desired. Applicant must have a proactive attitude and be both flexible and resourceful. Applicant must be able to handle duties of a confidential nature and should demonstrate both initiative and leadership qualities. Applicant must be a team player and possess the ability to work well across all levels within the Court.

PREFERRED REQUIREMENTS: State Government financial management experience; Masters Degree in Accounting; State of Georgia Payroll experience

SALARY RANGE: \$65,000- \$85,000 Dependent upon qualifications and experience

LOCATION: Court of Appeals of Georgia, 300 Capitol Avenue SE, Suite 1600, Atlanta, Georgia

SEND RESUMES VIA EMAIL TO: coarecruit@gaappeals.us

Resumes must be received by: 11/15/2021

THE COURT OF APPEALS OF GEORGIA IS AN EQUAL OPPORTUNITY EMPLOYER