



Accounting Paraprofessional-Payroll Division of Family and Children Services

Position Number: 18871

Vacancy Posting Date: 02/13/13

Overview

The Georgia Department of Human Services (DHS), Division of Family and Children (DFCS) is seeking candidates for the position of **Accounting Paraprofessional** in the new **Payroll Travel Metro Processing Center**. **The position serves metro Atlanta DFCS Region 14, DeKalb and Fulton Counties.**

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 approximately 8500 employees. DHS is comprised of three divisions and seven offices.

DFCS is the division within DHS that investigates child abuse, identifies foster homes for abused and neglected children; helps low income and out-of-work families get back on their feet; assists with childcare costs for low income parents who are working or in job training programs; and provides a number of additional support services and innovative programs to provide aid to troubled families.

Summary of Responsibilities

This position reports to the Fiscal Operation Manager. Under general supervision and in accordance with established accounting procedures, guidelines and practices and agency policies and procedures, the Accounting Paraprofessional performs paraprofessional accounting and fiscal control functions.

The Accounting Paraprofessional-Payroll:

1. Codes and enters travel statements, travel advances, hotel check requests and rental car invoices using accounting software application.
2. Process payments for approximately 3000 metro county DFCS employees.
3. Performs assigned accounts payable, accounts receivable, payroll preparation, budget monitoring/preparation and general accounting functions.
4. Reviews, codes and posts transactions; balances and reconciles accounting records
5. Prepares required reports.
6. Conducts quality assurance reviews, as required.
7. Assists auditors, as required.
8. Performs clerical duties, as assigned.
9. Performs other professional responsibilities as assigned by supervisor.

Core Competencies

1. Excellent mathematical skills
2. Excellent oral, written, analytical, and interpersonal communication skills
3. Strong proficiency in the use of Microsoft Office Suite and/or standard software applications typically used in a corporate office environment

Candidates selected for an interview should be prepared to discuss their:

1. Accounting, bookkeeping and/or fiscal support work experiences
2. Level of proficiency with the Microsoft Office Suite and/or standard software applications typically used in a financial office environment

Candidates selected for interview will complete a basic accounting/budgeting assessment as a part of the interview process.

DHS provides services to ensure the health and welfare of all Georgians. In the event of an emergency, any employee may be required to assist in meeting the emergency responsibilities of the department.

Accountant Paraprofessional-Payroll, DFCS Region 14, DeKalb & Fulton Counties, 02.13.13

Required Qualifications: Education, Experience and Credentials

1. Bachelor's degree in a business or related field of study **and** 2 years payroll work experience
-or-
2. Six years work experience performing payroll functions
-or-
3. 12 months work experience as an Accounting Clerk

Educational achievement does not substitute for required experience.

Competitive Total Rewards Package: Compensation and Benefits

Pay Level 11. Salary: \$29,186.00

Current state government employees are subject to DHS and/or State Personnel Board rules and practices regarding salary designations.

Benefits: Generous benefits package that includes an employee retirement plan, deferred compensation, 12 annual paid holidays as well as vacation days and sick leave. Flexible benefits include selection options for life, dental and vision insurance and long-term health care.

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

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To begin your new career:

1. Scroll to the bottom of this page;
2. Click on the CLICK HERE TO APPLY tab;
3. Upload a cover letter and résumé in Microsoft Word (.doc, .docx, .txt or .pdf format) for the desired position. The cover letter and résumé will be used to initially assess written communication skills and the ability to effectively use standard software applications.

Interested applicants should adhere to these submission requirements and apply without delay. Primary consideration will be given to applicant packages that comply with submission guidelines. Vacancy advertisements are removed as soon as a viable applicant pool is established.

You will receive an email to acknowledge receipt of your documents. Due to the volume of submissions received, we are unable to respond directly, either by telephone, letter or email, to requests to verify receipt of application documents. The email acknowledgement will serve as confirmation of receipt of requested documents.