

# Accounts Payable Clerk

## (Accounting)

**OUR MISSION...** *Building Georgia's future by providing financial and construction management with the highest level of customer service, integrity, fairness and efficiency.*

The Georgia State Financing and Investment Commission (GSFIC) is responsible for the issuance and oversight of all public debt by the State, performs all services relating to the issuance, investment, and accounting of proceeds from general obligation debt, and acquires and assists in the construction of projects for state agencies and authorities financed through such debt.

### Job Information

**Job Type:** Full Time

**Number of Vacancies:** 1

**Hiring Salary Range:** Up to \$45,000;  
Salary Commensurate with Experience

**Location:** Atlanta, GA

**Opens:** December 13, 2021

**Closes:** Open until Filled

**This position is subject to close at any time once a satisfactory applicant pool has been identified.**

Applicants who require accommodations for the application process should contact

404-463-5664 or e-mail

[hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

### TO APPLY:

Email your **resume** in Microsoft Word or PDF format to [hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov) with the following in the subject line of your email: **Accounts Payable Clerk**



Our goal is to be a diverse workforce that is representative of the citizens we serve.

GSFIC does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, or military service. GSFIC is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. All employment is decided on the basis of qualifications, merit and business need.

### Position Overview

**Job Summary:** Under close supervision and according to Generally Accepted Accounting Principles (GAAP), the Accounts Payable Clerk performs the following basic professional accounting duties: recording financial transactions, analyzing and reconciling accounting records, and preparing standard reports. The Accounts Payable Clerk position also performs other job-related duties as assigned.

### Minimum Qualifications:

Associate's degree in a business curriculum or related field from an accredited college or university **AND** one (1) year of experience performing accounting and/or fiscal control functions; **OR** High school diploma or GED **AND** three (3) years of experience performing accounting and/or fiscal control functions.

### Preferred Qualifications

Preference will be given to applicants who, in addition to meeting the Minimum Qualifications, possess the following:

- Bachelor's degree from an accredited college or university in Accounting, Finance, or a related field
- Two (2) years of working experience with PeopleSoft Financials
- One (1) year of experience using Concur travel, expense, and invoice system

**This position is subject to close at any time once a satisfactory applicant pool has been identified.**

The selected applicant must be authorized to work in the United States and must successfully pass a pre-employment criminal background check, motor vehicle records check and drug screen.

Due to the large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone.

Notifications will only be sent to applicants who are selected to interview.

**Please visit our website at [www.gsfic.ga.gov](http://www.gsfic.ga.gov) for additional GSFIC career opportunities.**