



## CAREER OPPORTUNITY

# Assistant Chief Financial Officer

**OUR MISSION...** *To provide a clean, comfortable, and safe environment on Capitol Hill.*

### Job Information

**Job Type:** Full Time

**Number of Vacancies:** 1

**Unit:** Financial Services

**Hiring Salary:** \$75,508 to \$115,000;  
Commensurate with experience

**Location:** Atlanta, GA

**Opens:** October 28, 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 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: **Assistant CFO**



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

**GBA Overview:** In addition to a competitive salary and career growth opportunities, the Georgia Building Authority (GBA) offers a generous benefits package, which includes employee retirement plan (including a 401(k) plan with up to 3% employer matching); paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment insurance, healthcare and child care flexible spending accounts.

**Position Description:** The Assistant Chief Financial Officer (CFO) will report directly to the CFO and must be experienced in all aspects of financial management, accounting, statutory and financial reporting for governmental accounting and Generally Accepted Accounting Principles (GAAP), budgeting, capital planning, and asset management. This position helps direct and support all financial operations for Georgia Building Authority (GBA), State Properties Commission (SPC), and the Construction Division of Georgia State Financing and Investment Commission (GSFIC). The Assistant CFO also performs other job-related duties as assigned.

**Minimum Qualifications:** Bachelor's degree in a related field from an accredited college or university **AND** Six (6) years of experience managing professional level staff **OR** Ten (10) years of related professional experience **AND** Six (6) years managing at the level equivalent to area of assignment **OR** Six (6) years of experience required at the lower level Sr Mgr 2, Business Ops (GSM013) or position equivalent.

**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.

### Preferred Qualifications:

- Prior supervisory experience
- Financial Certification is preferred (CPA or CGFM)
- Knowledge or experience with any of the following systems:
  - Microsoft Dynamics SL
  - Wells Fargo CEO
  - First Data Clientline
  - OPB Cloud System
  - BLIPP
  - Peoplesoft
  - SAO HCM Systems
  - e-Bonds
  - Maximo
  - JP Morgan Access
  - OTFS – ARIS and IPAS applications
  - Quickbase or Zoho
  - ProLease
  - SAO Teamworks
  - e-Builder
  - Bank of America Works and Global Access

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.gba.ga.gov](http://www.gba.ga.gov) for additional GBA career opportunities.