

Revenue Accountant

(Financial Services)

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

The Georgia Building Authority (GBA) is responsible for all services associated with the management of 36 buildings and various facilities located in the Capitol Hill Complex in Atlanta, Georgia, including the Georgia State Capitol building and the Governor's Mansion in northeast Atlanta.

Job Information

Job Type: Full Time

Number of Vacancies: 1

Unit: Financial Services

Hiring Salary: Salary Commensurate with Experience

Location: Atlanta, GA

Opens: November 10, 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

TO APPLY:

Email **resume** in Microsoft Word or PDF format to: hr-email@spo.ga.gov with the following in the subject line of your email:

Revenue Accountant



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: Under general supervision, according to Georgia Building Authority (GBA) established policies and standards, and Generally Accepted Accounting Principles (GAAP), the Revenue Accountant is responsible for revenue and accounts receivable accounting for GBA. Attend training as required. The Revenue Accountant also performs other job-related duties as assigned.

Minimum Qualifications: Master's degree in accounting from an accredited college or university **AND** two (2) years of professional accounting experience; **OR** Bachelor's degree in accounting from an accredited college or university **AND** three (3) years of professional accounting experience; **OR** Bachelor's degree in a business curriculum which included completion of introductory and intermediate accounting sequence from an accredited college or university **AND** four (4) years of professional accounting experience.

Competencies: Effective written and verbal communication skills. Strong knowledge of Excel or comparable spreadsheet applications. Must have knowledge of principles, concepts, and methodology of the accounting discipline. Knowledge and working experience with account reconciliation. Knowledge and working experience with General Ledger. Must be a team player with initiative and flexibility. Ability to organize and prioritize workload to meet deadlines. Ability to problem solve and determine resolution independently.

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.gba.ga.gov for additional GBA career opportunities.