



**GEORGIA**  
BUILDING AUTHORITY

# CAREER OPPORTUNITY

## **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. GBA provides maintenance, renovations, housekeeping, landscaping, food service, event catering, recycling, parking, and building access services to state employees housed in GBA-managed facilities.

### Job Information

**Job Type:** Full Time

**Number of Vacancies:** 1

**Unit:** Financial Services

**Hiring Salary Range:** up to \$75,000.00

#### *Starting Salary Commensurate with Experience*

**Location:** Atlanta, GA

**Opens:** November 7, 2018

**Closes:** November 19, 2018

**(Must be received by 5 p.m.)**

To obtain the detailed job description or 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)

*GBA will attempt to meet reasonable accommodation requests whenever possible.*

### **INTERESTED? Here's What You Need:**

Email **resume** in Microsoft Word/PDF format to [hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email:

[\*\*Senior Compliance Accountant\*\*](#)



**Website:** [www.gba.ga.gov](http://www.gba.ga.gov)

# Senior Compliance Accountant

### Position Overview

**Duties:** Under broad supervision, plan, organize or coordinate the activities of an assigned function to ensure the integrity of components of financial statements including verification of assets and liabilities, and ensure compliance with state financial reporting, GAAP, and GASB standards. Performs advanced level finance, accounting, auditing, and fiscal control function, including financial analysis and reporting of financial records, data, and transactions to ensure accuracy and compliance with laws and regulations.

**Competencies:** Must be detail oriented; ability to manage and prioritize multiple projects; excellent communication and analytical skills; Ability to analyze and interpret financial data; Strong problem solving skills with demonstrated competencies in identifying and correcting problems and/or discrepancies; Committed to providing a high quality of customer service; Technical/Professional Knowledge and Skills - demonstration of satisfactory level of technical, functional, and/or professional skill or knowledge in position related areas including keeping up with current developments and trends in area of expertise; Strict adherence to confidentiality.

**Minimum Qualifications (Agency Specific):** Master's Degree in a related field from an accredited college or university and two years of related experience or; Bachelor's Degree in a related field from an accredited college or university and four years of related experience or; Associate's Degree in a related field from an accredited college or university and five years of related experience; Must possess a valid driver's licenses.

**Preferred Qualifications (Agency Specific):** Preference will be given to applicants who in addition to meeting the minimum qualifications possess the following:

- Two (2) years experience with GAAP accounting theory, GASB knowledge and application skills
- Two (2) years experience with any of these systems or like systems – SAGE Fixed Assets, EZ13 Leasing System, ProLease, or Microsoft SL accounting system.
- Two (2) years experience with State of Georgia accounting, budget and reporting requirements;
- Financial Certification including but not limited to CPA, CGFM, CIA

**Working Conditions:** The work is performed in an office environment. Position requires frequent sitting, typing, standing, bending, and at times moving and lifting.

If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. GBA will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status. The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

**Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.**

**GBA is an Equal Opportunity Employer and does not discriminate on the basis of color, race, national origin, age, sex, religion or disability.**