



Judicial Council of Georgia Administrative Office of the Courts JOB ANNOUNCEMENT

Accounts Payable Technician

Recruitment Period:	Submit resume by December 8, 2017		
Number of Positions:	One (1) position	FLSA Status:	Exempt
Salary:	\$24,524.78 - \$42,509.96	Position Location:	Fulton County, GA

Job Summary

Under the direction of the Central Accounting Manager, the Accounts Payable Technician will provide clerical support and financial processing for an assigned financial or accounting-related function. Prepares or analyzes data or statistics for reports, establishes or updates accounts, advises clients, prepares billing and financial reports, and performs financial transactions and related bookkeeping functions for assigned area

Job Responsibilities and Performance Standards:

- Provides accounts payable recordkeeping and preparation for payment in a timely manner.
- Provides accounts payable check verification and issuance in a timely manner.
- Process invoices and travel reimbursements
- Maintains required records, reports, and files in an organized manner.
- Produces various reports for management including accounts payable register.
- Acts as lead worker for accounts payable.
- Enters transactions into accounting systems.
- Verifies and corrects information entered and researches/resolves issues.
- Reviews documents such as purchase orders.
- Performs job responsibilities with minimal supervision.
- Serves as job expert or organization resource in assigned areas.

Minimum Job Requirements:

Bachelor's degree from an accredited college or university in public administration, business administration, accounting, finance or accounting experience in a related field.

Preferred Qualifications:

Preference will be given to applicants with accounts payable entry experience.

To apply:

Applicants must submit a resume to resume@georgiacourts.gov by close of business **December 8, 2017**. This position is subject to close at any time once a satisfactory applicant pool has been established.

Subject line must include: Accounts Payable Technician

Additional Information:

Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring manager to complete next steps in the hiring process.

Applicants who require accommodations for the interview process should contact resume@georgiacourts.gov or call 404-463-0638. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.

The JC/Administrative Office of the Courts is an Equal Opportunity Employer