



Judicial Council of Georgia

Administrative Office of the Courts

JOB ANNOUNCEMENT

Budget and Accounting Specialist

Recruitment Period: Submit resume by **October 31, 2017**

Number of Positions: One (1) position

FLSA Status: Exempt

Starting Salary Range: \$50,000.00 - \$67,000

Position Location: Fulton County, GA

Job Summary

The Judicial Council/Administrative Office of the Courts seeks a fulltime Budget and Accounting within the Financial Administration Division. Under supervision of the Chief Financial Officer/Division Director, the Budget and Accounting Specialist performs paraprofessional accounting and fiscal control functions, such as accounts payable and receivable, budget monitoring or related processes; Provides customer service and technical program support for an accounting office or related financial function; Revises budgets and supporting schedules for assigned organizations or program areas at the manager's direction; Performs review of budget program. Performs expenditure analyses and prepares budget-related financial summaries and recommendations for management review.

Job Responsibilities and Performance Standards

- Approves and codes invoices for payment and Purchase Requisitions for purchase in Laserfiche.
- Balances, reconciles, and the maintenance of accounting/financial records and related transactions for state, federal and other funds
- May compile or participate in the development of budget data and related documents.
- Monitors individual department budgets and identifies budget variances
- Complies with federal, state, and agency policies, procedures, and regulations
- Analyzes financial reports to assess compliance
- Reconcile federal and other funds balance monthly
- Collects fees or revenues, disburses payments and posts to appropriate accounts
- Compiles and prepares accounting reports
- Compiles and prepares budget reports and summaries based on budgetary analyses for management and attached agencies
- Corrects budget exceptions for AP and AR daily in conjunction with the Budget Director
- Maintains department account codes list

- Runs and posts purchase order and budget reports for the agency in conjunction with the Budget Director
- Maintains trees (department, program, project and funding source numbers in PeopleSoft)
- Prepares the AOB upload annually
- Revises budgets and supporting schedules in accordance with appropriations and departmental instructions in conjunction with the Budget Director
- Monitors budgets and identifies variances, surplus or deficit amounts, and solutions
- Prepares budget amendments and internal revisions
- Maintains financial records and documentation
- Responsible for purchase order initiation and payment processing
- Performs grant reimbursement request functions for the agency from granting agencies
- Consults with management to ensure that budget adjustments are made in accordance with program changes

Minimum Qualifications

1. A Bachelor's degree in accounting, business administration or a related field and two standard accounting courses from an accredited college or university, OR two years of experience in accounting/financial environment.
2. Ability to operate a vehicle, and available for occasional overnight travel.

Preferred Qualifications

1. Master's degree in Accounting from an accredited college or university
2. Experience working with Teamworks, specifically in the areas of General Ledger, Purchasing, Accounts Receivable, Accounts Payable, Asset Management, and Reporting Queries.
3. Completion of the Carl Vinson Institute of Government's Introductory and Governmental Accounting Series Certificate Program
4. Intermediate level skill in Microsoft Excel and Word

To apply: Submit a resume to resume@georgiacourts.gov by 11:59 p.m. EST **October 31, 2017**. Subject line must include: **Budget and Accounting Specialist**.

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

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 accommodations whenever possible.

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