



Internal Job Posting

POSITION TITLE: Accounting/Human Resources Associate
DEPARTMENT: Business, Finance & Membership Processing
IMMEDIATE SUPERVISOR: Chief Financial Officer/Director
LOCATION: GAE Headquarters
HOURS/STATUS: Full Time /Permanent
SALARY: Negotiated
CLOSING DATE: 8/15/2023, 5:00 p.m. EST

POSITION OVERVIEW: This position requires thorough knowledge of accounting in accordance with "Generally Accepted Accounting Principles ("GAAP"), competency in Microsoft Office applications (Word, Outlook, and Excel), payroll processing, excellent computer skills, and an ability to work well with people. The qualifications require a minimum of a 2-year accounting degree as well as 3 years accounting experience, and require the employee to perform the following duties:

1. Provide Service to GAE Members - Respond to members inquiries and needs in a courteous, efficient and timely manner; assist GAE with membership promotion and retention.
2. General Ledger and Financial Statement Preparation - perform general ledger functions and prepare monthly accrual basis financial statements using PeopleSoft accounting software:
 - Prepare and post monthly journal entries
 - Perform account reconciliations on balance sheet, income and expense accounts
 - Maintain monthly general ledger work files
 - Prepare accrual basis financial statements monthly
 - Assist in budget preparation and post budget into general ledger
 - Perform all accounting functions of GFIE and GAE-PAC
 - Review accounts payable voucher register weekly for accuracy
3. Payroll and Employee Benefits Administration - perform all payroll and employee benefits administration duties including:
 - Preparation and distribution of payroll through use of ADP Payroll process
 - Maintenance of all vacation, sick, personal and compensatory leave records
 - Employee retirement, health, life and disability benefits administration
 - Preparation of all related employee benefits bills for payment
 - Maintain all related permanent files

4. Maintain Cash Accounts - perform all functions related to cash accounts including:
 - Prepare monthly bank reconciliations on all bank accounts
 - Prepare and post all non-membership deposits
 - Monitor daily cash balances
 - Serve as petty cash custodian

5. Accounts Payable - serve as primary backup for accounts payable associate and perform all accounts payable functions when necessary including:
 - Account coding/invoice or voucher verification
 - Data entry using PeopleSoft accounting software
 - Check preparation
 - Posting accounts payable
 - Serve as backup to division personnel when required.
 - Perform other duties as assigned by the Chief Financial Officer.
 - Perform other duties as assigned by the Executive Director or designee.

Internal candidates should apply by Tuesday, August 15, 2023, by 5pm EST.

GAE Motto: We exist to support, protect, and strengthen those who nurture Georgia's children.

Management reserves the right to modify add/or remove duties, and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. GAE is an equal opportunity employer. The more diverse and inclusive we are, the better our work will be. All employment is decided on the basis of qualifications, merit and business need.

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