



# **Job Announcement**

## **Financial Analyst I**

### **Part-Time**

### **Candidate Qualifications:**

- Associate degree in Accounting, Finance, or a closely related field from an accredited college or university AND 2 years of professional level experience in accounting or a closely related field.
- **Note:** Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job; and/or job specific experience required to successfully perform the job will be considered.
- Preference will be given to applicants with experience in state purchasing and payment processes with the State of Georgia's TeamWorks financial system.
- Proficiency in Microsoft Excel is required.

### **Job Responsibilities Include:**

- Financial liaison between GPB's finance department and the divisions that will be supported by this position.
- Uses TeamWorks Purchasing, Accounts Payable, Purchasing Card, Commitment Control/Budget, and Supplier Maintenance modules to process work.
- Prepares purchase orders, requisitions, and invoices for payment in accordance with State of Georgia purchasing guidelines.
- Reconciles purchasing card transactions.
- Reconciles travel and expense reimbursements.
- Monitors individual department budgets, identifies budget variances, and notifies managers of findings to assure conformity to approved budgets. Participates in the development of and adherence to annual operating budgets.
- Prepares division expense and budget reports and researches issues as needed.
- Performs special projects and analyses such as projections and the compilation of financial data.
- Other finance duties as assigned.

**To Apply:** Upload resume, references, and applicant form on the GPB Job Center located at [www.gpb.org/jobs](http://www.gpb.org/jobs). ONLY Applications submitted through the GPB Job Center WILL BE ACCEPTED.

**THIS IS A PART-TIME POSITION. No Benefits.**

**Hourly Range: \$22.00 - \$26.00**

**Average 25 hours per week.**

**Deadline to Apply: Open Until Filled**

**Georgia Public Broadcasting is an Equal Opportunity Employer.**

**DATE POSTED: September 29, 2021**

**RECRUITMENT NUMBER: C-12-2021**