



Job Announcement

Financial Analyst I

Georgia Public Broadcasting (GPB) is a statewide public media network with nine television and nineteen radio stations. GPB is also a state authority. The Financial Analyst I will work in the Finance department of GPB and will be responsible for monitoring internal department budgets to ensure adherence to approved budgets. The Financial Analyst I will also provide guidance and support as a liaison between the Finance Office and other departments. The successful candidate will report to the Budget Manager.

Candidate Qualifications Include:

- 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: An equivalent combination of education and job specific experience required to successfully perform the job may be substituted on a year-over-year basis.
- Preference will be given to applicants with experience in state purchasing and payment processes with the State of Georgia's TeamWorks financial application.
- 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.

We Offer: Flexibility with telecommute and office schedule, paid holidays, paid vacation and sick leave, retirement plans, health, dental, and vision benefits, life and accidental insurance, health and childcare spending accounts, disability insurance and opportunities for training and professional development.

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

Deadline to Apply: Open Until Filled

Georgia Public Broadcasting is an Equal Opportunity

DATE POSTED: September 15, 2022

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