



## Job Announcement **Payables Manager**

Georgia Public Broadcasting (GPB) is hiring a Payable Manager that work in the Finance department and is responsible for managing the Accounts Payable and Payroll operations in accordance with GAAP, State of Georgia law and state policies. The Payable Manager will report to the Director of Finance. GPB is a statewide dual licensee comprised of 9 PBS television stations and 22 NPR radio stations that broadcast across the state of Georgia.

### **Candidate Responsibilities:**

- Audits and reviews Accounts Payable financial documents for payments which include supplier invoices, requests for payments, contracts, purchase orders, receiving reports, and recurring expenses.
- Supervises the Accounts Payable Accountant and manages AP operations.
- Supervises the Payroll Accountant and manages payroll operations.
- Processes system-generated checks and Automated Clearing House (ACH) transactions.
- Prepares, logs, and issues manual checks ensuring proper appropriate documentation and approvals in Positive Pay (BOA CashPro) and processes wire transfers.
- Communicates with employees and suppliers regarding payments and credits. Creates and updates supplier accounts.
- Processes 1099 reconciliation reports, accounting reports, payment inventory, detailed and summary reports. Prepares annual 1099 reports.
- Prepares various monthly and quarterly AP and Payroll reconciliations.
- Audits and processes employees and consultants travel, using Concur solutions and TeamWorks.
- Audits and prepares the annual Transparency in Government Act (TIGA) reports on salary, travel and expense, payments and obligations.
- Responds to inquiries for solutions of accounting problems or for information or interpretation from third parties such as banks, auditors, suppliers, and governmental entities.
- Assists in the development and/or revision of policies and procedures, as needed.
- Performs additional or related duties as assigned or required.

### **Candidate Qualifications:**

- Bachelor's degree in Accounting/Finance, or related field required.
- Five years of experience in accounting, AP, payroll, or a related field required, managerial experience preferred.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job will be considered.
- Preference will be given to applicants with experience in the State of Georgia's TeamWorks financial application.
- Proficiency in Microsoft Office 365 is required.

**We Offer:** Paid holidays, vacation and sick leave, retirement plans; Pre-tax benefits for health, dental, vision, life, specified illness and accidental insurance; Health and childcare spending accounts; Disability insurance; and opportunities for training and professional development.

**To Apply:** Upload resume, cover letter, and list of three references and an 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.

**Salary Commensurate with Experience**  
**Deadline to Apply: Open Until Filled**

Georgia Public Broadcasting is an Equal Opportunity Employer.