



Job Announcement

Financial Analyst I

Georgia Public Broadcasting (GPB) is a statewide public media network with nine television and eighteen radio stations. GPB is also a state authority. The Financial Analyst 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 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:

- Associate's degree in Accounting, Finance, or related field is required.
- 2 years of work experience in budget or accounting or a related field.
- Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Preference will be given to applicants with experience in state purchasing and payment processes with the State of Georgia's TeamWorks financial system (PeopleSoft).
- Proficient in Microsoft Excel required.

Job Responsibilities Include:

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

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 child care spending accounts; Disability insurance; and opportunities for training and professional development.

To Apply:

Upload resume, references and applicant form on the GPBs 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 Employer.

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