



GRIFFIN REGIONAL EDUCATIONAL SERVICE AGENCY

Serving South Metro County School Systems since 1966
BUTTS - FAYETTE - HENRY - LAMAR - NEWTON - PIKE - SPALDING - UPSON
Dr. Stephanie L. Gordy, Executive Director



440 Tilney Avenue
Griffin, GA 30224
Phone: 770-229-3247
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www.griffinresa.net

Job Announcement

Position:

Staff Accountant

Job Overview:

We are a leading education organization serving the South Metro Suburbs (*8 county region with main office in Griffin*). We are hiring an experienced Staff Accountant to help us keep growing. If you're dedicated, ambitious, and excel at accounting/data, we're an excellent place to grow your career.

Responsibilities Include:

- Monitor expenditures against budget and/or a wide variety of account information for the purpose of ensuring the accuracy of reported information, availability of funds, compliance with established financial guidelines and program policies, practices, and regulatory requirements
- Prepare a wide variety of financial reports, operating recommendations, policies, etc., for the purpose of documenting activities, providing written reference, and/or conveying information
- Reconcile fiscal information and account balances for the purpose of verifying accuracy of information, maintaining accurate balances, and complying with accounting practices
- Coordinate, analyze, and prepare all grant financial data for the annual financial audit and any miscellaneous State and Federal Government Audits for review by the Director of Business Operations
- Provide monthly expenditure updates for specific federal programs and apply indirect costs quarterly
- Ensure that organization policies, procedures, and guidelines are followed

Job Qualifications:

- Bachelor's Degree in Accounting, Business Administration or related field required
- Minimum of three years in an accounting role
- Ability to work well with staff. High integrity, excellent character, and good professional reputation.

Benefits:

- Health coverage for employee and family through medical and dental plans
- Financial protection through life and disability insurance
- 403(b) Plan
- Pension
- Generous Paid Time Off (PTO) and holidays (230 workdays annually)

Beginning Date: June/July 2022

Application Deadline: Until Filled

Salary Range: \$55,000-\$65,000 depending on experience

To Apply: Submit a letter of intent, resume with a list of references including complete contact information to:

**Griffin RESA
Human Resources Department
440 Tilney Ave
Griffin, GA 30224**