

NOW HIRING: FINANCIAL ANALYST – FINANCE DEPARTMENT

The Southern Georgia Regional Commission (SGRC) is seeking a detail-oriented and motivated **Financial Analyst** to join our Finance and Administration team. This position plays a critical role in supporting the Commission's financial operations, including accounts payable, purchasing card reconciliation, fiscal analysis, and grant-related financial support. The Financial Analyst works collaboratively with program staff, management, vendors, and funding partners to ensure accurate financial reporting and compliance with applicable regulations and policies.

Key Responsibilities Include:

- Process weekly accounts payable, including invoice review, verification of approvals, and supporting documentation.
- Collect, review, and reconcile purchasing card receipts and monthly statements; prepare related journal entries.
- Prepare and disburse annual IRS Form 1099s.
- Maintain vendor and financial master files.
- Conduct fiscal analysis to support budget monitoring, planning, and management decision-making.
- Support day-to-day financial operations and respond to internal and external inquiries.
- Perform additional administrative and financial duties as assigned.

Qualifications:

- High school diploma or equivalent (postsecondary coursework preferred)
- One (1) to two (2) years of experience or training in bookkeeping, accounting, or financial recordkeeping; or an equivalent combination of education, training, and experience.
- Strong computer skills, including Microsoft Office
- Valid Georgia driver's license or ability to obtain one.
- Must pass a pre-employment drug screening, criminal background check, and motor vehicle record (MVR) review.

Work Schedule & Environment:

This is a full-time, office-based position (Monday–Friday, 8:30 AM–5:00 PM), with occasional travel for meetings or training. After completion of the probationary period, limited flexible work options may be available based on performance and program needs.

Primary office location will be Valdosta, GA.

Salary

Salary range is \$30,000-45,000/year commensurate with experience and qualifications.

Equal Opportunity Employer:

SGRC is an Equal Opportunity/Affirmative Action Employer.

How to Apply:

Submit your resume and application to Southern Georgia Regional Commission at kdaniels@sgrc.us