



Georgia Department of Economic Development
Position Announcement

Title:	Tax Credit Fulfillment Coordinator	Entry Salary:	\$45-50k commensurate with experience*
Division:	Film	Location:	Atlanta, GA
Duties and Responsibilities:	<p>The Georgia Department of Economic Development (GDEcD or “Department”) is the state's sales and marketing arm, the lead agency for attracting new business investment, encouraging the expansion of existing industry, locating new markets for Georgia products, attracting tourists to Georgia, promoting the state as a location for film and video projects, as well as planning and mobilizing state resources for economic development.</p> <p>The Film Division creates jobs by encouraging production companies to produce feature films, television projects, and digital entertainment projects in Georgia. This helps in the creation of numerous crew positions, as well as revenue and job creation for ancillary markets including the hotel industry, equipment suppliers, and stage facilities. The Assistant Tax Credit Coordinator will assist with the certification and fulfillment of the Georgia Entertainment Industry Investment Act (GEIIA), also known as the Film Tax Credit, and will perform other administrative duties for the division.</p> <p>Duties and responsibilities include, but are not limited to the following:</p> <ul style="list-style-type: none"> • Maintaining a strong knowledge of the provisions and requirements of the Georgia Entertainment Industry Investment Act • Overseeing budget and purchasing for the division • Reconciling purchasing card statements • Providing information and assistance to production companies regarding Film Tax Credits • Ensuring fulfillment of film tax credit back end requirements for approved projects • Additional administrative duties such as phone and filing duties, including serving as relief receptionist • Representing Georgia Film Office at local industry events as needed • Special projects as assigned 		
Minimum Qualifications and Competencies:	<ul style="list-style-type: none"> • Associate’s degree (or equivalent) from an accredited technical college AND two years of closely related experience OR four (4) years of administrative/office management experience • Proficiency with Microsoft Word and Excel, and strong knowledge of database management. • Strong oral, written and interpersonal communication skills with the ability to communicate professionally and effectively • Detail oriented with ability to multi-task and follow through on numerous projects 		



Minimum Qualifications, Cont'd:	<ul style="list-style-type: none"> • Team player with self-discipline and initiative • Must be willing to submit to regular Background/Credit checks, and be responsible for managing the Division's State Purchasing Card. 		
Preferred Qualifications:	<ul style="list-style-type: none"> • Experience in film production industry • Experience with tax incentives or accounting 		
Travel Required?	No	Nights, Weekends Required?	No
Deadline	Open Until Filled; Apply ASAP. Position will be filled as soon as a suitable candidate is identified.		

Application Instructions: To apply for this position, ***you must submit your resumé and cover letter (PDF format preferred) via the link on our careers page at <https://www.georgia.org/about-us/career-job-search>***. If you do not have internet access or require an accommodation because of a disability, please contact GDEcD Human Resources at 404-962-4000 or email jobs@georgia.org.

Additional Information for Applicants: *All qualified candidates will be considered but may not receive an interview. Preference will be given to applicants who meet both the minimum and preferred qualifications. Internal applicants may be considered prior to other applicants. Information on publicly posted social media accounts may be reviewed as part of the screening process. Applicants who are not selected for interviews will not receive notification.*

**To be considered for a salary offer above the entry level (if a range is posted), the successful candidate MUST have most of the education and experience qualifications shown as preferred. To receive an offer at the top of the range posted, experience must exceed preferred level. Offers will not exceed the top amount posted.*

Applicants selected for hire will be subject to a background check, including a criminal history record check. Depending on the position, the background check may include education verification, credit check, and driving record. Additionally, male applicants between 18 and 26 years of age must present proof of Selective Service Registration if hired.

Please note, if travel is required, the selected candidate will be required to pay travel expenses (hotel, meals, etc.) up front and will be reimbursed within one week of expense statement approval.

GDEcD is an Equal Opportunity Employer