



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

Finance Clerk-Operations Manager

Job Information

Job Type: Full-Time

Pay Rate: \$29,000 year / \$13.94 hour

Program: DD Administration

Location: Muscogee County

Posting Date: 1/14/2022

Application Deadline: Open Until Filled

Position Open to: All qualified applicants

***ENTRY SALARY may be adjusted depending upon the selected candidate's qualifications and agency budget considerations. ***

Submit Completed application to Recruiter:

New Horizons Behavioral Health
1215 2nd Ave
Columbus, Georgia 31901

Fax: (706) 596-5589

Email:
jobs@nhbh.org

Website: www.nhbh.org

Job Description

Under general supervision, monitors all billing for the Developmental Disabilities (DD) department. Ensures waiver information is correct. Interacts with staff and supervisors and addresses billing issues.

Minimum Qualifications:

High School diploma or GED

Preferred Qualifications:

Previous experience preferred.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

New Horizons Behavioral Health does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its program or activities. An applicant who has a disability which requires special accommodations should contact this office.

NOTE: APPLICATIONS WILL BE SCREENED AT THE PREFERRED LEVEL.

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. We are also unable to contact applicants who are not selected for a position. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by Human Resources to continue the hiring process.

This position is subject to close at any time once a satisfactory applicant pool has been identified.