



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

# Finance Clerk 2

## Job Information

**Job Type:** Full-Time

**State Pay Grade:** E

**Program:** Representative Payee Prog.

**Location:** Muscogee County

**Posting Date:** 03/02/2018

**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 State of Georgia application to Recruiter:

**New Horizons Behavioral Health**  
1215 2<sup>nd</sup> Ave  
Columbus, Georgia 31901

**Fax: (706) 317-5004**

**Email:**  
[jobs@nhbh.org](mailto:jobs@nhbh.org)

**Website:** [www.newhorizonscsb.org](http://www.newhorizonscsb.org)

## Job Description

Under general supervision, performs billing functions or claims processing, balances receipts or records, collects payments, records or posts financial and accounting data and compiles/maintains related documents. Review claims, billing, payroll or similar data for accuracy. Makes routine determinations regarding payments or claims, advises customers of payments status and provides related clerical support to assigned unit or function.

### Minimum Qualifications:

High School diploma or GED AND One year of experience performing tasks that includes filing, posting, completing forms and bookkeeping documents.

### Preferred Qualifications:

Knowledge of basic accounting, skills in bookkeeping, ability to use appropriate software, skills of basic office administrative tasks, and skills in basic banking tasks (writing deposit slips and sorting money correctly).

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 Community Service Board 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.**