



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

# Financial Analyst

## Job Information

**Job Type:** Full-Time

**Pay:** Negotiable

**Program:** Administration

**Location:** Muscogee County

**Posting Date:** 12/04/2021

**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:

**Human Resources  
New Horizons Behavioral Health  
2100 Comer Ave  
Columbus, Georgia 31904**

**Fax: (706) 596-5589**

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

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

## Job Description

A key member of the accounting staff reporting directly to the CFO. Performs a variety of tasks related to budgeting, forecasting and cost tracking. Collects and analyzes data by extracting data from various inhouse information sources. Established costs of services provided and maintain current data on cost of services on an ongoing basis. Develops regular reporting tools to advise management of agency activity. Recommends changes to processes and policies to reduce cost. Prepare cost reports.

### Minimum Qualifications:

Bachelor's Degree in accounting and 2 years in Cost Accounting

### Preferred Qualifications:

Bachelor's Degree in accounting and 2 years in Cost Accounting

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**\*Applicant MUST submit Degree or Transcript AND License with application to be considered for employment\***

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 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.**