



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

Building Better Lives

Financial Ops Generalist 1

Job Information

Job Type: Full-Time

State Pay Grade: G

Program: Administration

Location: Muscogee County

Posting Date: 11/28/2018

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 2nd Ave
Columbus, Georgia 31901

Fax: (706) 317-5004

Email:
jobs@nhbh.org

Website: www.nhbh.org

Job Description

Under general supervision, performs accounting and fiscal control functions such as accounts receivable, budget monitoring or related general accounting processes. Process accounts payable invoices. Work with vendors as needed to appropriately process invoices. Prepare daily bank deposits. Work with Program staff on questions and issues. Prepare required reports. Ensure records are maintained in an audit ready status. Serve as backup for payroll when needed.

Minimum Qualifications:

Basic accounting skills, proficient spreadsheet skills, proficient computer skills, previous related experience. Associates degree in a business curriculum or related field from an accredited college or university OR High School Diploma or GED **AND** Two years' experience performing accounting and/or fiscal control functions.

Preferred Qualifications:

Bachelor's Degree in Business or related field **AND** Two years' experience performing accounting or fiscal control functions.

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.