



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

Financial Ops Generalist 2

Job Information

Job Type: Full-Time

State Pay Grade: E

Program: Administration

Location: Muscogee County

Posting Date: 06/26/2018

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.newhorizonscsb.org

Job Description

Under general supervision, performs accounting and fiscal control functions such as accounts receivable, budget monitoring or related general accounting processes. Performs a variety of duties pertaining to the occupancy, eligibility and on-going operation of housing programs.

Minimum 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).

Preferred Qualifications:

Associates or Bachelor's Degree in business or related field AND two years' experience performing accounting or fiscal control functions.

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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.