



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

Fiscal Technician

Job Information

Job Type: Full-Time

Pay: \$34,640 per year; **includes state C.O.L.A.**

Program: Accounting

Location: Muscogee County

Posting Date: 1/11/2023

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
2100 Comer Ave.
Columbus, Georgia 31904

Fax: (706) 596-5589

Email: jobs@nhbh.org

Website: www.nhbh.org

Job Description

The candidate will work independently to perform work of moderate difficulty processing accounting, purchasing, and other financial transactions; process accounts payables and/or receivables; process and track purchase orders; receive and distribute purchased items to programs; monitor and track budget expenditures; balance receipts, reconcile accounts, and prepare routine financial reports.

Minimum Qualifications:

A high school diploma or GED. Knowledge of basic mathematical skills, book-keeping procedures, general office policies and procedures, and computer software programs (i.e.: Microsoft Excel and Word). Excellent customer service skills.

Preferred Qualifications:

At least two (2) years of accounting and/or clerical experience.

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.