



COBB & DOUGLAS PUBLIC HEALTH

Healthier lives. Healthier community.

Employment Opportunity

Financial Ops Generalist 1

Position #00192819

Cobb and Douglas Public Health a nationally accredited health department, headquartered in Marietta, Georgia since 1920 promotes and protects the health and safety of the residents of Cobb and Douglas counties in partnership with several other agencies. CDPH is committed to delivering compassionate, high-quality, affordable healthcare services with special attention to the at-risk population. We work to achieve healthy people in healthy communities by: Preventing epidemics and spread of disease, protecting against environmental hazards, preventing injuries, Promoting and encouraging healthy behaviors, responding to disasters, assisting in community recovery, and Assuring the quality and accessibility of health care. By excelling at our core responsibilities, we will assist our residents in living healthier, longer and more rewarding lives.

We Offer: Exceptional opportunities along with excellent benefits, which include: 12 paid holidays, 3 weeks each of annual and sick leave per year. A defined benefit retirement plan with full vestment after 10 years of full-time employment; includes an employer 401k match. Payroll deductible health benefits (medical, dental, vision, legal, long-term care, dependent life, AD&D, short and long-term disability, etc.). Medical and child care spending accounts can be established in addition to deferred compensation options. Flexibility within our core operational hours of Monday-Friday 8am-5pm. Learning and growth opportunities. Employee recognition program. Worksite wellness activities. Diverse workforce. And much more!

Summary: Under direct supervision, performs paraprofessional accounting and fiscal control functions, such as accounts payable and receivable, budget monitoring or related general accounting processes and other duties as assigned. Essential Functions include, but not limited to: Balances and reconciles accounting records, statements, journals, ledgers or reports. Disburses payments and posts to appropriate accounts. Compiles and maintains records and files. May analyze financial reports to assess compliance. May apply GAAP guidelines. May compile and prepare standard accounting reports. May monitor individual department budgets or expenditures and identifies budget variances. Performs routine accounting, clerical, billing, and/or claims processing duties for assigned accounts. Responds to inquiries to solve routine accounting problems. Prepares requested materials for audits of financial data or records. Processes or records financial transactions such as accounts payable and receivable, invoices, or requisitions in a ledger or computer system. Provides information or interpretation to third parties such as banks, auditors, vendors and governmental entities. Verifies the accuracy of information to be billed, tracks account activity, bills consumers and resolves billing inquiries. Receives additional training, as required, to gain full proficiency and experience in all areas.

Minimum Qualifications: Associate's degree in a business curriculum or related field from an accredited college or university OR High school diploma or GED AND Two years of experience performing accounting and/or fiscal control functions.

Preferred Qualifications: Previous accounting experience is a plus.

Salary Information: \$27,249 Annually / Pay Grade H

Application Accepted: January 30, 2019 – February 8, 2019

TO APPLY: In order to successfully apply for a position; the hiring agency requires interested applicants to complete the Cobb & Douglas Public Health's Online Employment Application. This job application can be found at: www.cdph-ess.com. Click on "**Employment Opportunities**" and locate this position, click "**Apply**" and begin your application process.

Thank you for your interest in CDPH. Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to:
Camilla.Barnes@dph.ga.gov

CDPH has adopted the Council on Linkages Core Competency for Public Health Professionals.
AN EQUAL OPPORTUNITY EMPLOYER