

JOB ANNOUNCEMENT

Financial Analyst 1

(unclassified position)

Posted: February 8, 2019

Deadline/Closing: February 21, 2019

Location: District Office/ Lawrenceville

Salary: \$35,000 - \$39,000

Paygrade: H

Position Number: 00177736

Position open to: All qualified applicants



Job Summary:

Under general supervision, performs professional level finance, accounting and fiscal control functions. Performs and/or oversees financial planning, documentation, budget analysis, projections and reporting, and financial reconciliation of statements, all according to procedures and standards. Policy and procedure development. Performs general support functions.

Minimum Qualifications:

Bachelor's degree in a related area from an accredited college or university OR Associate's degree in a related area from an accredited college or university AND One year of experience in a related area OR One year of professional experience in general accounting, billing and collection systems and/or claims.

Preferred Qualifications:

Advance knowledge of Excel and Word. Experience with financial reconciliations, budget projections and fiscal analysis. Experience in meeting deadlines. Mitchell & McCormick software experience helpful.

We Offer:

12 paid holidays, 3 weeks each of annual and sick leave per year. A defined benefit retirement plan, life insurance and payroll deductible Health and Flexible Benefits (Dental, Vision, Legal, Long Term Care, Dependent Life, AD&D, Short and Long Term Disability). Medical and Child care spending accounts can be established in addition to deferred compensation options.

Instructions to Apply:

EMAIL, FAX or MAIL a completed application* to:

Melanie O'Steen - HR

Gwinnett, Newton, & Rockdale County Health Departments

PO BOX 897

Lawrenceville, GA 30046

Fax # 770-277-2089

melanie.osteen@gnrhealth.com

At Gwinnett, Newton, & Rockdale County Health Departments, we work to protect and improve the health of those who work, live, and play in our community. Our most valuable resource is, by far, the dedicated and highly trained employees who enjoy and appreciate the opportunity they have to serve our community.

Applications may be downloaded at
www.gnrhealth.com

* We do not accept resumes without a fully completed Application for Employment. Required education credentials, license, certification and/or registration must be submitted prior to employment. Due to the volume of applications/resumes, we are unable to provide information regarding status over the telephone. No notification will be sent except to those applicants selected for interviews.

APPLICATIONS MUST BE SUBMITTED NO LATER THAN 5:00 PM ON THE DAY OF DEADLINE

An Equal Opportunity Employer

Under Title I of the ADA, we do not discriminate on the basis of disability in our employment practices.

Applicants selected for employment will be subject to the following:

Pre-employment Drug & Medical Screening | Fingerprint Criminal Record Investigation | Reference Checks