

# JOB ANNOUNCEMENT

## Financial Ops Generalist 2

(unclassified position)

**Posted:** February 8, 2019

**Deadline/Closing:** February 21, 2019

**Location:** District Office/ Lawrenceville

**Salary:** \$33,000 - \$36,000

**Paygrade:** H

**Position Number:** 00172967

**Position open to:** All qualified applicants



### Job Summary:

Under general supervision, performs paraprofessional accounting and fiscal control functions, such as accounts payable and receivable, budget monitoring and related general accounting processes all according to procedures and standards. Reviews and processes travel reimbursements. Performs administrative duties to include records management, financial reporting and general support functions.

### Minimum Qualifications:

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

### Preferred Qualifications:

Working knowledge of Excel and Word. Experience in researching and resolving transactional issues with attention detail and dealing with internal and external customers. 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](mailto: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](http://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