

JOB ANNOUNCEMENT

Financial Ops Generalist 3

(unclassified position)

Posted: December 3rd, 2021

Deadline/Closing: Open Until Filled

Location: Newton County Health Center

Salary: \$40,000-\$45,000

Paygrade: I

Position Number: 00182210

Position open to: All qualified applicants



Job Summary:

Under general supervision, performs payroll related functions 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:

Bachelor's degree in a business curriculum or related field from an accredited college or university OR Associate's degree in a business curriculum or related field from an accredited college or university AND Two years of experience performing accounting and/or fiscal control functions OR High school diploma or GED AND Four years of experience performing accounting and/or fiscal control functions OR One year of experience required at the lower level Financial Ops Generalist 2 (FIT021) or position equivalent.

Preferred Qualifications:

Experience with computer/IT software specifically accounting related software. Experience using Mitchell & McCormick. Experience with payroll functions and business procedures. Experience and good working knowledge with Excel and spreadsheets. Experience and working knowledge using general ledgers. Customer service experience.

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