



GEORGIA DEPARTMENT OF PUBLIC HEALTH (GA)
invites applications for the position of:

Financial Worker 1

SALARY: \$20,611.26 - \$26,587.52 Annually

OPENING DATE: 03/02/18

CLOSING DATE: 03/16/18 11:59 PM

DESCRIPTION:

Location: Hall County Health Department, 1290 Athens Street, Gainesville, GA 30507

Recruitment: This position is open to all qualified applicants

Pay Grade: D

Position: 00001608

In addition to a competitive salary, we offer a generous benefits package that includes employee retirement plan, deferred compensation, 12 paid holidays, vacation & sick leave, dental, vision, long term care, and life insurance.

District 2 Public Health serves 13 counties in the northeastern portion of Georgia and includes Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union and White counties.

The mission of public health is to promote and protect the health of people in Georgia wherever they live, work and play. We embrace this mission by serving individuals, families, and communities to improve their health and enhance their quality of life.

JOB RESPONSIBILITIES:

Under direct supervision, performs billing functions or claims processing, balances receipts or records, collects payments, records or posts financial and accounting data and compiles/maintains related documents. Reviews claims, billing, payroll or similar data for accuracy. Makes routine determinations regarding payments or claims, advises customers of payment status and provides related clerical support to assigned unit or function.

- Responsible for cashier drawer and being able to balance cash monthly drawer several times a day
- Clerk must be able to adjust and make financial notes in VHN accordingly
- Ability to make decision based on individual patients' account and communicate thoroughly
- Ability to set up financial arrangements with patients according to the needs of patient's care
- Routinely send out patient monthly statements and document accordingly in financial notations
- Ability to go over OB contract with Maternal Health patients and set up payment plans per Hall County's OB contract

MINIMUM QUALIFICATIONS:

High school diploma or GED.

Preferred Qualifications:

- Ability to multi-task and comprehend many tasks at once
- 1 year money handling experience
- 1 year Customer Service experience
- Detail oriented and great organizational skills
- Bilingual: Fluent in Spanish and English both written and verbal

ADDITIONAL INFORMATION:

To be considered for employment at District 2 Public Health you must complete an online application. This job application can be found at www.dph.georgia.gov. Click on "About DPH" and then "Careers", locate position then click "Apply" to begin your application. Please make sure you have selected the specific job you are interested in and qualified for. You will receive an email or telephone call if you are selected to participate in the interview process. Please do not send hard copies of application materials. All information can be uploaded to the online system.

All qualified applicants will be considered, but may not necessarily receive an interview. Notifications will be sent only to applicants who are selected for interviews.

Applications must include an email address and daytime phone number where applicant can be reached. Incomplete applications may not be considered.

Pre-employment drug screen and criminal records check (fingerprinting) are required.

Note: An applicant who has a disability requiring special accommodations should contact this office. In accordance with Georgia's Drug Free Workplace Act, it has been determined that certain positions warrant pre-employment drug testing.

We are an Equal Opportunity Employer.

For more information regarding employment with District 2 Public Health please visit our website at www.phdistrict2.org.