



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

**Part-Time
Financial
Generalist**

SALARY: \$15.08 - \$18.71 Hourly

OPENING DATE: 10/09/18

CLOSING DATE: 10/23/18 11:59 PM

DESCRIPTION:

Location: District 2 Regional Office, Athens Street, Gainesville, GA 30507

Recruitment: This position is open to all qualified applicants.

Position: 00209482

****All qualified applicants will be considered, but may not necessarily receive an interview**
Positions may be filled before the closing if a suitable applicant pool has been obtained or a qualified candidate is selected**

Come join the team that's changing the face of public health. We are improving the health of Georgia one community at a time. District 2 Public Health (D2PH) serves 13 counties in northeast Georgia, including Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union, and White counties. One of the fastest growing regions in the state, District 2 includes rural and urban communities with diverse public health challenges. At D2PH, we are focused on understanding community health challenges and developing smart solutions that allow us to make an impact in our community. We are a team of intelligent and committed individuals who are passionate about public health and serving northeast Georgia. If you want to make a difference in public health, you should join our team.

JOB RESPONSIBILITIES:

Under supervision, performs professional level finance, accounting and fiscal control functions. Performs and/or oversees financial planning, documentation, analysis, reporting and system development. May coordinate the design or implementation of financial/ accounting/budget related systems and reports.

- Using GAAP, reconciles bank statements, maintains accounting files, balances accounting systems, and prepares internal invoices.
- Supports accounting functions for 13 health departments and 8 state and federal programs.
- Performs vendor audits to include pricing per contracts and statement analysis.
- Performs other duties as assigned.

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.

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.

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

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.

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.