



## ***JOB ANNOUNCEMENT***

***Procurement Clerk***

**PS: Finance Clerk 3 – FIS012**

Clayton County Health District 3-3

Clayton County, GA

**Minimum Hire in Salary:** \$29,771.59

### **Job Responsibilities**

Under limited supervision, performs the districts purchasing functions on the computerized purchasing system. Inspects all purchase requests and purchase requisitions for compliance with purchasing rules and regulations. Performs a variety of clerical functions/processes for the finance department.

### **Primary Duties & Responsibilities:**

Performs job responsibilities with minimal supervision • Provides clerical research and support for comprehensive clinical services. Serves as job expert or organization resource in assigned areas • Serves as a lead worker • May guide or direct lower level staff • Enters transactions and/ or revisions to patients accounts • Makes routine determinations of client ability to pay, review documents to compute fees or charges due, accept payments from customers, and/or apply payments to existing accounts • Obtains/evaluates financial data, reconciles accounts, and maintains current billing policies and procedures. • Performs billing functions, balances receipts and reconciles daily audit reports, batch reports, bank statements, payroll documents, agency-generated reports and/or related records • Schedules appointments and/or maintains schedule for clinicians and/or providers • Creates and/ or reviews documents such as purchase requisitions, invoices or financial records in order to compute fees and charges due • Verifies and corrects information entered and researches/resolves issues. May resolve complex to complicated issues involving customer service.

### **Minimum Qualifications:**

High school diploma or GED AND Two years of related experience maintaining billing records, claims, statements and/or reports OR One year of experience required at the lower level Finance Clerk 2 (FIS011) or position equivalent

**Preferred Qualifications:** Preference will be given to applicants who in addition to meeting the Minimum Qualifications also possess a background in the following:

-Experience in procurement

-Working knowledge of computer software appropriate to the position. (example: Word, Excel and Mitchell & McCormick)

**Deadline for Applications: UNTIL FILLED**

### **Employment Information**

Current State employees are subject to State Personnel Board rules regarding salary.

DPH accepts educational credentials recognized by the Council for Higher Education Accreditation (CHEA) and/or the US Department of Education (DOE). Clayton County Health District will contact educational institutions to verify degree, diploma, licensure, etc.

As an employee of Clayton County Health District, in the event of an identified emergency you may be required, as a term and condition of employment, to assist in meeting the emergency responsibilities of the department.

## **Benefits for Full Time Eligible Employees**

- 13 Paid Holidays
- Generous Leave Package
- Employees Retirement System
- Health Insurance
- Dental Insurance
- Vision Insurance
- Health Care Spending Account
- Dependent Care Spending Account
- Life Insurance
- AD&D Insurance
- Disability Insurance
- Legal Insurance
- Long-Term Care Insurance
- Specified Illness
- Deferred Compensation (401K & 457 Plans)
- Southern Federal Credit Union

*For more information on the State of Georgia Benefits visit - <http://team.georgia.gov/>*

## **Additional Perks**

- A supportive and rewarding work environment
- Physical Activity Breaks
- Worksite Wellness Program
- Employee Assistance Program

*To learn more about Clayton County Health District visit - <https://www.claytoncountypublichealth.org/>*

## **SEND COMPLETED STATE OF GEORGIA APPLICATIONS OR RESUMES TO:**

ATTN: HUMAN RESOURCES

CLAYTON COUNTY BOARD OF HEALTH

Fax (770) 603-4873

1117 BATTLECREEK RD.

JONESBORO, Georgia 30236

### **\*EQUAL OPPORTUNITY EMPLOYER\***

**Only those selected for an interview will receive notice.**

**Applicants chosen for employment will be subject to the following:**

**\*Criminal Background Check/Fingerprinting\*Pre-employment Drug Screening**

**\*Reference Check**