



Billing Specialist 2

OUR MISSION... *To provide a clean, comfortable, and safe environment on Capitol Hill.*

The Georgia Building Authority (GBA) is responsible for all services associated with the management of 36 buildings and various facilities located in the Capitol Hill Complex in Atlanta, Georgia, including the Georgia State Capitol building and the Governor's Mansion in northeast Atlanta. GBA provides maintenance, renovations, housekeeping, landscaping, food service, event catering, recycling, parking, and building access services to state employees housed in GBA-managed facilities.

Job Information

Job Type: Full Time

Number of Vacancies: 1

Unit: Financial Services

Hiring Salary Range: \$24,974.00 - \$48,500.00

Location: Atlanta, GA

Opens: February 26, 2016

Closes: March 4, 2016
(Must be received by 5 p.m.)

To obtain the detailed job description or applicants who require accommodations for the application process should contact

404-463-5668 or e-mail

hr-email@spo.ga.gov

GBA will attempt to meet reasonable accommodation requests whenever possible.

INTERESTED? Here's What You Need:

Email **resume** in Microsoft Word/PDF format to hr-email@spo.ga.gov

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email:

[Billing Specialist 2](#)



Website: www.gba.ga.gov

Position Overview

Duties: Under general supervision, plans, organizes and manages the operation of the billing functions such as preparation and distribution of invoices, third party payers, preparing claims and posting cash receipts. Analyzes complex billing data and prepares reports for revenue and expenses and other statistical data. Other responsibilities include supporting agency budget and administrative activities.

Competencies: Must be detailed oriented; ability to manage and prioritize multiple projects; excellent communication and analytical skills. Strong computer skills including intermediate knowledge of Excel and Word; the ability to produce spreadsheets and reports. Ability to analyze and interpret financial data. Strong problem solving skills with demonstrated competencies in identifying and correcting problems and or discrepancies. Must possess strong interpersonal skills, discretion, initiative, and the ability to work independently, as well as, in a team environment. Demonstrated ability to make sound and well-informed decisions. The ability to organize and prioritize workload to meet deadlines. Demonstrated ability to work effectively with management, staff, other departmental personnel, and external organizations in a professional manner. Committed to providing a high quality of customer service. Strict adherence to confidentiality.

Qualifications (Agency Specific):
High School Diploma or GED and five (5) years' experience in billing, budget, or accounting activities; Proficient in use of Excel and automated accounting systems; and Demonstrated customer service and analytical skills.

Preferred Qualifications (Agency Specific):
Preference will be given to applicants who in addition to meeting the minimum qualifications possess the following:

- Completion of an undergraduate degree from an accredited university or college,
- Two (2) years' experience with State of Georgia in billing, budget, or accounting activities, or
- Experience with the State of Georgia budget systems, Microsoft SL accounting system, or Maximo.

If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. GBA will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening. **Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.**

GBA is an Equal Opportunity Employer and does not discriminate on the basis of color, race, national origin, age, sex, religion or disability.

