



# Looking for Work That Matters?

# We're Hiring! Join Our Team.

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## We are Accepting Applications for the Following Position: **Billing Representative 1 (10045)**

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*Founded in the 1920s and headquartered in Decatur, GA, DeKalb Public Health (DKPH) works to protect, promote and improve the health and well-being of all DeKalb County residents.*

*Our vision is for a healthier DeKalb where all residents have equitable access to public health resources and live healthy lives. If you have a passion for people and are looking to make an impact on the health of the community, we invite you to join our team! For more information about our agency please visit [dekalbpublichealth.com](http://dekalbpublichealth.com).*

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**POSTING DATE:** 08/11/2025

**APPLICATION DEADLINE:** 09/11/2025

### **EXCEPTIONAL BENEFITS INCLUDE:**

- 13 Paid Holidays
- 3 Weeks Annual Leave
- 3 Weeks Sick Leave
- Flexible Schedules within our core working hours of M-F 8:15am-5pm
- Pension Plan
- Employer 401K Match
- Payroll Deductible Health Benefits
- Payroll Deductible Flex Benefits
- Flexible Spending Accounts
- Worksite Wellness
- Diverse Workforce
- Opportunities for Growth
- Hybrid teleworking option for eligible positions after probation

**LOCATION:** Richardson Health Center

**DIVISION/DEPARTMENT:** Environmental Health

**SALARY INFORMATION:** \$37,786.53 Annually / Pay Grade G / Job Code GST121

**DUTIES:** Under close to general supervision performs a variety of billing functions that include the cash drawer reports, fee collection, cashier, processing payments and payment approval. Analyzes billing data and prepares reports for revenue and expenditures.

**MINIMUM QUALIFICATIONS:** High school diploma/GED and two (2) years of experience communicating information in a customer service setting

**OR**

One (1) year of experience required at the lower level Customer Svc Rep 1 (GST120) or position equivalent.

**PREFERRED QUALIFICATIONS:** In addition to the minimum qualifications, preference will be given to applicants with at least one (1) year of significant cashier experience; experience compiling cash drawer reports; troubleshooting payments; fee collection; posting to customer account ledger and cash drawer close out.

**NOTE:** Thank you for your interest in DKPH. Due to the volume of applications, we are unable to provide application status by phone or email. All qualified candidates will be considered but may not necessarily receive an interview.

**Selected applicants will be contacted for next steps. Applicants who are not selected will not receive notification. We have the right to close any position at any time for any reason.**

Employment with DeKalb Public Health is not complete or official until applicants meet all pre-employment requirements. Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

**ALL APPLICANTS MUST APPLY FOR THIS POSITION & COMPLETE APPLICATION IN:** "Career Opportunities" at [Job Opportunities | Locations: dekalb county | Sorted by Posting Date descending | JOB OPPORTUNITIES \(governmentjobs.com\)](http://Job Opportunities | Locations: dekalb county | Sorted by Posting Date descending | JOB OPPORTUNITIES (governmentjobs.com)If you require)*If you require*

*accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to:*  
[jannise.gray1@dph.ga.gov](mailto:jannise.gray1@dph.ga.gov).

**DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.**